

Clark County Public Library Employment Opportunity



Job Title: Deputy Fiscal Officer | Grade 25 | Full-time – 40 Hrs. | FLSA Status: Exempt
Location: Clark County Public Library – Business Office, 201 S. Fountain Ave, Springfield, Ohio

Under direction of the Fiscal Officer, assists with the business and accounting functions of the library and ensures that all financial operations comply with the statutes of the State of Ohio and state auditing requirements. In the absence of the Fiscal Officer, the Deputy Fiscal Officer serves as the Fiscal Officer for Clark County Public Library (CCPL) and performs all duties of the Fiscal Officer. The Library Board of Trustees appoints the Deputy Fiscal Officer for a term of one year (ORC 3375.36), renewable yearly.

APPLICATION PACKET: Incomplete/illegible Applicant Packets may be disqualified

1. **Completed CCPL Employment Application** – Available at library locations or two formats available online at: [CCPL Employment Application](#).
2. Cover Letter
3. Résumé
4. Three (3) professional references

SUBMIT REQUIRED ITEMS: by mail or in a sealed envelope to any CCPL location, addressed to:

William Martino, Director's Office, Clark County Public Library, PO Box 1080, Springfield OH, 45501-1080

OPEN UNTIL FILLED – Review of complete, accurate submissions begins immediately upon receipt

MINIMUM EDUCATION & EXPERIENCE REQUIRED:

- Associate's Degree in Accounting, Finance, or related field. Bachelor's degree in business or accounting from an accredited college or university preferred
- 2 -3 years of experience in finance and accounting. Governmental accounting experience highly desired
- Supervisory experience preferred

OR

- An equivalent combination of education, training and experience at the discretion of the Director and/or the Board of Trustees

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Knowledge of fund and cash basis accounting principles and financial record keeping requirements
- Proficiency with computers and financial software programs; CMI accounting software experience desired
- Ability to interpret and apply laws, regulations, and policies, define problems, collect data, establish facts, and draw valid conclusions
- Knowledge of office and accounting terminology, processes, procedures, equipment, and practices
- Excellent analytical, organizational, and time management skills; strong written and verbal communication skills
- Ability and willingness to follow and enforce library procedures and policies
- Present a positive, professional image to the public; interact and respond appropriately to patrons and staff
- Must qualify to be bonded and be able to successfully pass background check(s)
- Possession of a valid Ohio Driver's license or ability to obtain one
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions or for the interview process. View the [Position Description](#) for detailed physical requirements

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

- Assists Fiscal Officer to ensure compliance with regulations of the State of Ohio and State Auditor's Office, and policies of the Clark County Public Library Board of Trustees
- Provides data and assists with the preparation of annual budget and appropriations documents, 1099s, taxes, Worker's Compensation, and ensures W-9 compliance
- Receives and deposits library funds in an authorized depository
- Audits requisitions and invoices, processes invoices, generates checks, resolves vendor issues, maintains records
- Reviews purchase requisitions and processes purchase orders
- Attend, take minutes, and transcribe proceedings of Board of Trustees meetings in the absence of the Fiscal Officer
- Recommends financial policies and procedures to Fiscal Officer
- Assists with developing and maintaining a system of internal accounting controls
- Business Office operates 8 – 5, M-F; irregular hours may be required according to department's needs

SALARY & BENEFITS: Starting salary: \$26.89 per hour. State retirement system (OPERS) membership, employer-paid term life insurance; health insurance and voluntary life insurance offerings, four (4) wks. vacation, eleven (11) holidays, and sick leave in accordance with CCPL Personnel manual guidelines. Ohio Deferred Compensation (457) Plan membership available. Direct Deposit to a financial institution required, pursuant to O.R.C. 125.151(B).