

Position: Fiscal Officer - part-time

Library: Swanton Public Library

City: Swanton, Ohio

Salary & Benefits: Negotiable

Swanton Public Library seeks a Fiscal Officer for our school district library. This is a part-time position of approximately 20 - 25 hours per week.

Principal Duties:

- Administers financial operations of our Library with an approximate annual budget of \$675K.
- Manages payroll and benefits for staff of 9 employees.
- Maintains Library records and submits reports to federal and state agencies.
- Develops and administers an annual budget in conjunction with the Library Director.

This position reports to the Board of Trustees and works closely with the Library Director.

Qualifications sought:

- Experience in public funding, particularly library fund accounting.
- Experience working with the UAN accounting system preferred.
- Bachelor's or Associate's Degree in accounting or related field preferred.

For more information about our Library see our web site @ swantonpubliclibrary.org

To Apply: Send cover letter, resume, and 3 references with contact information to:

Swanton Public Library
Board of Trustees President
305 Chestnut Street
Swanton, OH 43558

Or, email information to: swantonplboard@gmail.com

Application

Deadline: Open Until Filled