



POSITION OPENING
FISCAL OFFICER

JOB TITLE: FISCAL OFFICER
HOURS: Full-time; Exempt
SALARY: Competitive salary, Commensurate with Experience
BUDGET: \$3,800,000 General Fund

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business or Accounting preferred from an accredited college or university with experience preferred in public/library accounting.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Sandusky Library is seeking a Fiscal Officer for its Library System. The Fiscal Officer is responsible for the financial operations of the Library System including budget and financial management, accounting, payroll, risk management, internal controls, contracts, investments, audit, and compliance. This position reports to the Library's Board of Directors and serves as part of the Library's management team.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to maintain confidentiality and use appropriate judgment in handling information and records. Knowledge of accepted accounting principles, fund and cash-basis accounting, state auditing requirements, budget administration and development, governmental finance, and financial planning. Knowledge and Understanding of the Library's statutory requirements and powers as authorized in Ohio Revised Code, opinions of the Ohio Attorney General, and applicable federal laws and regulations. Knowledge of budgetary, spreadsheet, and payroll software with preference for experience with Civica CMI software. Proficiency in the use of Microsoft Office applications. Valid driver's license and qualification to be fully bonded.

Full Job Description is available on the Sandusky Library's website.

POSTED: Position open until filled.

Inquiries and resumes via email to: HR@sanduskylib.org.