

Position: **Fiscal Officer**

Swanton Public Library
Swanton, Ohio

Salary & Benefits: Negotiable (starting at \$27/hour)

Swanton Public Library seeks a Fiscal Officer for our school district library. This position requires approximately 30 hours per week. The Fiscal Officer reports monthly to the Board of Trustees and works closely with the Library Director.

Principal Duties:

- Administer financial operations of our Library with an approximate annual budget of \$675K
- Manage payroll and benefits for a staff of 10 employees.
- Maintain Library records and submit reports to federal and state agencies.
- Develop and administer an annual budget in conjunction with the Library Director

Preferred Qualifications sought:

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

For more information about our Library, go to our website: www.swantonpubliclibrary.org

To Apply: Send cover letter, resume and 3 references with contact information by email to: swantonplboard@gmail.com or by mail to:

Swanton Public Library
ATTN: Board of Trustees President
305 Chestnut St.
Swanton, OH 43558

Application deadline: May 26, 2023