The Findlay-Hancock County Library is seeking an experienced, team-oriented part-time Fiscal Officer. Responsible for approximately $3.2 million annual budget and investments, the Fiscal Officer works closely with the Library Director and under the direction of the Board of Trustees. This position ensures all financial operations comply with the statutes of the State of Ohio, state auditing requirements, sound financial practices and policies, and decisions of the Board of Trustees.

Essential functions
Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Allocates funds based upon availability and needs
- Organizes, prioritizes and coordinates multiple tasks
- Defines problems, collects data, establishes facts and draws valid conclusions
- Demonstrates knowledge of budget development and administration
- Abides by the Public Records Commission requirements and Ohio Tax Codes
- Presents a positive, professional image to the public
- Interacts and responds appropriately to patrons and staff
- Develops and maintains effective working relationships with the Board of Trustees, Director and employees
- Maintains confidentiality

Required education and experience
- Bachelor’s Degree in accounting, finance or related field and financial experience; or an equivalent combination of education, training and experience. Knowledge of government fund accounting is essential.

Preferred education and experience
- Experience in public libraries or other relevant work experience

Compensation and Benefits: Salary Range: $25-30/hr. dependent upon qualifications. Entry into the OPERS retirement system. The position is part-time, variable hours.

Application Process: Applicants can send resume and cover letter to 206 Broadway St., Findlay, OH 45840 Attn: Karen Flanagan. Applications accepted until position filled, early submission will afford optimal attention. The deadline to apply is: November 6, 2020.

The Findlay-Hancock County Public Library is an Equal Opportunity Employer