Library Fiscal Officer Part-time
for the Mt. Sterling Public Library and Community Museum

Qualifications: Previous experience with accounting or as a fiscal officer required, experience with the Uniform Accounting Network (UAN) is highly preferred; ability to pass background check and ability to be bonded is essential; ability to provide own transportation.

Brief Job Responsibilities: This position provides oversight of all financial operations of the library; implements financial policies and procedures; administers proper fiscal management of library resources and funds; provides financial reporting and projections for budget planning; processes payroll; follows all legal and procedural regulations as defined by the O.R.C. for receiving, investing and appropriating funds, and other duties as appropriate.

Hours: This position will generally require 25 -40 hours per month on-site, but workload may vary. Flexibility in meeting the library’s needs is necessary. Payroll is generated within 48 hours after the 15th and the end of the month. Working hours will likely be during hours of library operations as well as all board meetings.

Salary: Negotiable but competitive.

Send Resumes to:
Attention
Mt. Sterling Public Library
60 W. Columbus St.
Mt. Sterling, OH 43143

Or by e-mail to: sterlinglibrary60@yahoo.com

Position open until filled. First consideration given to those resumes received by