



60 W. Columbus St.  
Mt. Sterling, OH 43143  
P: 740.869.2430  
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## **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 15<sup>th</sup> 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](mailto:sterlinglibrary60@yahoo.com)

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



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