



7406 County Road 242  
Mount Gilead, OH 43338  
419.362.7181 <https://www.perrycooklibrary.org/>

### **Job Opening: Fiscal Officer, Part-time**

Email resume with references and cover letter to [mroush216@gmail.com](mailto:mroush216@gmail.com)

Preference given to resumes received by June 3, 2022

Equal Opportunity Employer, Position open until filled

#### **Summary**

Perry Cook Memorial Library is school district free public library located in north Morrow County, Ohio, with a service area population of around 7,700. The library is comprised of ten (10) staff members, including administration, and operates with annual revenue around \$275,000.

Schedule: Flexible, estimated 15 hours per week

Entry level pay: \$15-\$17, negotiable dependent upon experience

Reports to: Board of Trustees

#### **Primary Responsibilities**

The Fiscal Officer manages all financial operations, ensuring compliance with applicable federal, state, and local laws and regulations. The Fiscal Officer is responsible for creating and maintaining procedures for day-to-day receipts and expenditures. The Fiscal Officer is also responsible for monthly reconciliation of all financial records, annual reconciliation and reporting, and is the contact individual for biennial audits conducted in accordance with state regulations. The Fiscal Officer provides monthly financial reports at board meetings and may be required to attend committee meetings.

The Fiscal Officer drafts annual appropriations, working with the Director and the Board of Trustees to determine spending and saving goals. The Fiscal Officer also handles all aspects of payroll and serves as human resources liaison for labor questions that arise regarding compliance. The Fiscal Officer is responsible for financial and payroll recordkeeping in accordance with applicable laws and regulations.

#### **Knowledge, Skills, and Abilities**

- Mathematical and analytical aptitude
- Attention to detail
- Intermediate knowledge of Excel, Word, and email functions
- Work independently and efficiently
- Communicate effectively with vendors, Staff, Director, and Board of Trustees
- Interact positively with the public
- Accounting principles and practices, governmental fund accounting experience preferred
- Payroll, including processing and timely reporting

#### **Qualifications**

- Associate degree in applicable field, Bachelor preferred
  - -or- demonstrated work experience in governmental fund accounting
- Must meet bonding requirements
- Proficient with automated data processing systems

#### **Benefits**

- Enrollment in Ohio Public Employees Retirement System
- Employees scheduled fifteen (15) or more hours per week receive 25 hours of paid time off
- Employees scheduled fifteen (15) or more hours per week receive 6 paid holidays