



POSITION AVAILABLE

Deputy Fiscal Officer Full-Time (40 hours/week)

The Clermont County Public Library is seeking a full-time Deputy Fiscal Officer to assist in the management of the Library's fiscal operations. Based out of the Miami Township branch, the Deputy Fiscal Officer works under the Fiscal Officer in the management of the Library's fiscal operations throughout the ten (10) branches and various departments of the Library system.

If you are searching for a place to contribute your expertise to services that support the public, the Clermont County Public Library would like to discuss this employment opportunity with you! CCPL benefits include medical, dental, and vision insurance, OPERS state retirement, tuition reimbursement, generous vacation and sick leave, and 12 paid holidays per year.

Qualifications: A broad knowledge of accounting usually acquired through an Associate's degree and/or three or more years of increasing accounting experience and responsibility. Experience in library finance preferred. Strong interpersonal skills required. Knowledge of accounting software, word processing, spreadsheets, and statistics required. Must be able to work independently, have a strong attention to detail, organizational skills, and ability to maintain confidentiality. Successful completion of pre-employment drug screening and background check mandatory. Must be able to work occasional evenings and weekends.

Position Description: Manages accounts payable and accounts receivable including: vendor invoice reconciliation, employee mileage and per diem reimbursements, spreadsheets data entry for daily cash reports, and bank deposits. Assists with processing payroll including auditing timesheet transmittals. In the absence of the Fiscal Officer, will fulfill those duties of the Fiscal Officer that are necessary for the operation of the Library.

Essential Duties and Responsibilities:

- Works with the Fiscal Officer to understand and learn the functions of the Fiscal Office, including but not limited to payroll, A/R and A/P, state and federal filings, and budgeting.
- In conjunction with the Fiscal Officer creates, documents, and maintains Fiscal Office protocols and procedures consistent with Library policies and procedures.

- Demonstrates leadership skills, effective problem-solving and decision-making techniques. Is self-motivated and analytical. Applies Library policies and procedures to situations encountered.
- Interprets Fiscal Office policies and procedures for staff and management. Reports any unresolved problems to the Fiscal Officer.
- Runs daily reports from the ILS for all payment activity (fines, donations, etc.) and reconciles to daily deposits. Generates refunds to when required.
- Reconciles Positive Pay items, transfers funds as needed, and uploads ACH files as needed.
- Receives daily deposits from branches. Counts and verifies money, inputs data into worksheets, and verifies shortages or overages. Prepares deposits for bank.
- Verifies invoices against approved purchase orders and completed A/P processing through the finance software system. Identifies and researches discrepancies. Prepares accounts payable for review and check preparation.
- Separates checks and batches. Prepares checks to be mailed.
- Reconciles bank procurement cards monthly.
- Copies purchase orders, check stubs, and invoices. Maintains files of paid invoices and spreadsheets.
- Sets up and maintains vendor files in finance software system. Maintains IRS form W-9 file for all vendors. Follows up with management and staff requesting current forms, i.e. tax exempt, W-9, and independent contractor.
- Works with library staff and vendors, when necessary, to help investigate vendor payment issues and answers all vendor inquiries.
- Using payroll software, runs detailed payroll reports for all departments/branches and audits with the payroll transmittal.
- Executes payroll data entry and payroll generation. Reconciles manager prepared timesheet transmittals to actual timesheets signed by staff and investigates and rectifies discrepancies.
- Assists with the preparation of payroll tax filings, including state and local tax withholding reconciliations. Prepares end-of-year reconciliation forms. Maintains copies of records.
- Reconciles benefit statement data from provider and Human Resources to payroll system.
- Audits and prepares employee mileage and per diem reimbursements for travel and meeting expenses.
- Participates in professional development activities including conferences, workshops, seminars, webinars, and reading professional journals.
- Attends meetings including but not limited to the Board of Trustees and Board committees as needed, to present and verify fiscal information.

Other Duties

- Provides audit support including A/P and payroll.

- Prepares Fiscal Officer-requested financial information.
- Verifies new employee information provided by Human Resources in the payroll system. Works with the Human Resources Department to investigate any discrepancies.
- Assists with system-wide decision making by serving on committees, including setting strategic goals, objectives, and priorities.
- Make recommendations, assists the Fiscal Officer with the budget process, the bidding process, investment activity, and special projects.
- Demonstrates a high level of accounting knowledge and mathematical skills. Utilizes established accounting practices and procedures to compile, code, categorize, calculate, tabulate, audit, and verify information or data.
- Establishes and maintains effective interpersonal relationships with individuals of all ages, respectful of diversity and special needs, maintains composure, and demonstrates a high level of courtesy and diplomacy, while providing excellent internal and external customer service to staff and vendors. Knows and explains Library fiscal policies and procedures.
- Demonstrates a high level of diplomacy, courtesy, tact, and discretion while addressing sensitive personnel issues, including payroll and complaint resolution. Is professional, objective, maintains composure, and maintains confidentiality.
- Demonstrates effective verbal and written communication skills in a variety of formats. Uses available communication tools to keep informed of policy and procedural changes. Communicates with Fiscal Officer on a daily basis.
- Demonstrates skill in using a wide variety of computer applications, including Microsoft Office products, and specialized applications for budgetary accounting and payroll. Learns new applications as they develop or are implemented.
- Uses various office equipment such as telephones, scanner, copiers, printers, etc. Performs minor maintenance and troubleshooting.
- Demonstrates independent judgment, organizational skills, and is detail oriented in keeping accurate and complete records. Determines appropriate time commitments for the task at hand, handles multiple priorities, and concentrates on tasks despite frequent interruptions.
- Is self-motivated, analytical, and demonstrates effective problem-solving and decision-making techniques. Applies Library policies and procedures to situations encountered.
- Performs periodic self-evaluation, and sets long and short range goals and priorities for self.
- Sits, stands, and/or walks for extended periods of time. Must have agility and strength necessary to effectively and safely reach up or down, stoop, stretch, and use step stools and ladders to retrieve and shelve materials, carry equipment, straighten facility, rearrange furniture under 50 pounds, etc.
- Ability to type/input accurately at approximately 30 words per minute.

- Must have reliable transportation for travel to and from other branches and departments.
- Willingness to be on-call for crisis management at any time as required.
- Willingness and ability to work the hours necessary to accomplish the assigned duties, attend necessary meetings, and travel out of town to attend workshops, conference and seminars.

SALARY: Commensurate with experience.

Exempt

Application Procedures: Please attach cover letter and resume when applying online at <http://ccpl.applicantpro.com/jobs/>

Deadline: Open Until Filled

The Clermont County Public Library is an Equal Opportunity Employer.