

Swanton Public Library
Job Posting – Fiscal Officer

Position: Fiscal Officer

Library: Swanton Public Library

City: Swanton, Ohio

Salary & Benefits: Negotiable

Requirements:

Swanton Public Library seeks a Fiscal Officer for our school district library.

Principal Duties:

- Administers financial operations of our Library with an approximate annual budget of \$550K.
- Manages payroll and benefits for staff of 11 employees.
- Maintains Library records and submits reports to federal and state agencies.
- This position reports to the Board of Trustees and works closely with the Library Director.

Qualifications Sought:

- Experience in public funding, particularly library fund accounting.
- Experience working with UAN accounting system preferred.

This is a part-time (approximately 20 - 25 hours per week) position.

For more information about our Library see our web site @ www.swantonpubliclibrary.org

To Apply: Send cover letter, resume, and 3 references with contact information to:
Swanton Public Library
President Board of Trustees
305 Chestnut Street
Swanton, OH 43558

Or, email information to: j.thomas@swantonpubliclibrary.org

Application

Deadline: May 8, 2015