**Deputy Fiscal Officer**

The Board of Trustees of the Tuscarawas County Public Library System is seeking a detail-oriented individual to become a member of its fiscal team as Deputy Fiscal Officer.

Located in rural northeast central Ohio, the Tuscarawas County Public Library System’s service district is 54,807 in a county with a total population of approximately 92,500. The Tuscarawas County Public Library System aspires to be an integral, forward-thinking component of the Tuscarawas County community, providing customers with relevant materials, innovative programs, and an extensive range of services that are of the highest degree of excellence.

**Position:** Deputy Fiscal Officer

**Status:** 30 hrs per week

**Salary: salaried based on 30 hr week at $16-$18 per hour** plus benefits and strong commitment to continued professional development

**Qualifications:** Associate’s Degree in Accounting, Finance, Business or similar degree OR 3-5 years professional experience in a finance industry; governmental financing experience preferred

**Required Knowledge:**  Solid knowledge of principles, practices, and methods of bookkeeping; Solid knowledge of office, accounting, and payroll terminology, processes, procedures, equipment and practices; Computer knowledge including accounting systems, word processing, and spreadsheet software

**Required Skills:** Self-motivation; Strong organizational and math skills; Strong interpersonal and communication skills including excellent oral, written, and listening skills;

**Duties Include:** The successful candidate will work closely with the Board of Trustees, the Library’s Fiscal Officer and the Library’s Director in providing the day-to-day financial operations of the library in support of the overall fiscal management of the Library’s resources.

* Prepares monthly financial report
* Prepares bi-monthly payroll and all related reports
* Prepares daily cash drawers
* Prepares and makes daily bank deposits
* Inputs and encumbers purchase orders
* Processes payments to vendors (materials, supplies, programs, services)
* Reconciles bank accounts/check reconciliation
* Maintains fiscal files
* Assists in record retention
* Attends Board meetings and prepares monthly Board minutes
* Maintains an awareness of developments in the field of government finance, public sector accounting, and public sector payroll
* Keeps abreast of developments in the profession by attending conferences, workshops, and other training sessions; incorporates new developments into daily practices
* Demonstrates a positive attitude and supports library goals and objectives

Applications will be reviewed as received. Preference will be given to those received by May 27, 2016. The position will be open until filled. Interested persons should submit a completed job application, cover letter highlighting skills and experience related to this position, current resume, and 3 letters of recommendation to:

Jennifer Groff  
Human Resources Coordinator  
Tuscarawas County Public Library System  
121 Fair Avenue NW  
New Philadelphia, OH 44663