**FISCAL OFFICER**

**Public Library of Steubenville and Jefferson County**

**Steubenville, Ohio**

**Employed by the Board of Trustees of the Library System, maintains financial accounting including budget, accounts payable, deposits, investments, payroll, and reporting. Subject to audits by the State Auditor of Ohio.**

**Issues Purchase Orders, maintains personnel files, processes payroll responsibilities, supervises Payroll assistant, Deposit assistant.**

**Candidate must have a Bachelor’s Degree in accounting and 3 years’ experience in financial management. Annual certification from the Treasurer of Ohio with 7 hours of continuing education is required. Must be Bondable.**

**Full-time position with Fringe Benefits, salary commensurate with experience and background. Send resume to** **nmagary@seolibraries.org** **or to 4141 Mall Drive, Steubenville, OH 43952 Attn: Nikki. Position will be available Nov. 1**