

The Board of Trustees of the Piqua Public Library, Miami County, Ohio is seeking qualified candidates for the position of Library Fiscal Officer. Application forms available upon request from Piqua Public Library 937-773-6753 or secretarybeth@piqualibrary.org

Fiscal Officer (Treasurer)

Pay Grade: Commensurate with experience, education

Hours: part-time, schedule is flexible

Benefits: OPERS (retirement), health insurance (negotiable)

Department: Administration

Job Mission: Serve as Chief Financial Officer for the Library reporting to the Board of Trustees

- Job Requirements:**
1. B.A. degree in business, finance, accounting or related field is preferred, an equivalent degree or experience may be accepted
 2. Two to three years governmental or public fund accounting experience preferred
 3. A combination of education and experience may be accepted
 4. Experience with public library accounting is preferred
 5. Experience with U.A.N. software and Microsoft Office is preferred
 6. Ability to work and plan with the library trustees and the library management team
 7. Eligibility for bonding required

- Job Description:**
1. Provides accounting services for the library in accordance with federal, state and local regulations
 2. Follows and implements the directives of the Auditor of the State of Ohio
 3. Follows the policies and decisions of the Piqua Public Library Board of Trustees
 4. Works with the Library Director and the Library Secretary in dealing with the fiscal activities of the Library
 5. Responsible for taking minutes of the Board of Trustees meetings
 6. Responsible for the payment of all authorized bills
 7. Assist in the creation of annual budgets
 8. Responsible for payroll activities
 9. Responsible for financial risk management
 10. Responsible for creating required financial reports
 11. Responsible for maintaining and supervising internal controls, investments and audit compliance
 12. Supervises daily operational fiscal issues
 13. Assists with donations, grants and other funding issues as needed
 14. Serves on the administrative team and other committees as assigned
 15. Performs other duties as assigned by the Board of Trustees

For consideration, please send resume, cover letter and completed job application to:

Elizabeth Hole, Library Secretary
Piqua Public Library
116 W. High Street
Piqua, OH 45356
secretarybeth@piqualibrary.org

Applications accepted until August 15, 2022.