**\*\*\*Job Posting\*\*\***

**Deputy Fiscal Officer**

[Eastlake, OH](http://maps.google.com/maps?q=35150+Lakeshore+Blvd+Eastlake+OH+44095)

**Job Type**

Full-time

**Description**

The Willoughby-Eastlake Public Library is seeking a thorough and detailed-oriented individual who will assist the Fiscal & Compliance Officer with duties relating to the financial functions of the Library. The employee will be trained to function in the role of the Fiscal Officer in their absence.

For full job description:  [we247.org/about/employment-opportunities/](http://we247.org/about/employment-opportunities/)

**Salary Range:**$22.00-26.00 per hour depending on qualifications and experience. Full benefits including Ohio Public Employees Retirement System pension plan.

**Requirements**

* Bachelor's degree in business, accounting or related field or equivalent education and experience
* Must qualify to be bonded
* Three (3) years of experience including office methods and payroll processing is preferred
* Experience with accounting software and Fund Accounting a plus

**Application Closing Date: 5/11/2025**

Please complete the online application process located in the employment section at [we247.org/about/employment-opportunities/](http://we247.org/about/employment-opportunities/). Upload a cover letter, resume and 3 professional references when prompted.

*No phone calls please.*                *Willoughby-Eastlake Public Library is an Equal Opportunity Employer.*