

**WILLOUGHBY-EASTLAKE PUBLIC LIBRARY  
NON-BARGAINING UNIT POSITION**

**POSITION:** Deputy Fiscal Officer

**REPORTS TO:** Fiscal & Compliance Officer

**POSITION SUMMARY:** This employee reports to and assists the Fiscal & Compliance Officer with duties relating to the financial functions of the Willoughby-Eastlake Public Library. The employee acts in place of the Fiscal & Compliance Officer in their absence.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Responsible in purchase order production including inputting of information from requisitions, placing vendor orders and maintaining the purchase order filing system
- Calculate and process employee payroll deductions and adjustments
- Assists with bi-weekly payroll input and maintenance of payroll records
- Monthly reconciliation of payroll liability account and processing of employee deductions
- Daily reviews of library bank accounts
- Creates and submits monthly union reports
- Receipting and depositing funds including cash deposits from the branches
- Responsible for weekly accounts payable process
- Creates and processes monthly OPERS report and Year-end Non-Contributing reports
- Balances, maintains and reconciles credit card account
- Maintains current inventory of physical assets
- Manages accounting files including annual record retention process
- Assists in yearly budget preparation
- Will be trained in the monthly and year-end financial closing processes
- Maintains fiscal office forms, reports, documents and supplies
- Attend appropriate meetings and workshops as requested
- Performs other duties as deemed appropriate or necessary by the Fiscal Officer

**QUALIFICATIONS:**

- Bachelor's degree in business, accounting or related field or equivalent education and experience
- Must qualify to be bonded
- Three (3) years relevant work experience and payroll processing preferred
- Experience with accounting software a plus

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability and willingness to learn government & library accounting requirements
- Ability to follow direction
- Proficiency using personal computers, including WORD, EXCEL and other relevant software
- Demonstrate attention to detail, high requirement for accuracy
- Ability to maintain records and prepare reports in a timely manner
- Excellent communication and interpersonal skills while handling confidential information with discretion
- Ability to learn and tactfully apply Library policies and procedures
- Must have good organizational skills and be able to meet deadlines with minimum supervision

**EQUIPMENT AND EFFORT REQUIRED:**

- Must have a reliable means of transportation to fulfill duties of the job
- Ability and manual dexterity to perform repetitive tasks, operate office equipment
- Must work a regular schedule at the library's office
- Strong service/work ethic, reliability and ability to multi-task
- Ability to move items and materials up to 30 pounds in weight
- Prolonged periods of sitting, standing, walking, bending, stooping and/or lifting may be required

I have read this job description and discussed it with my manager.

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Employee's Signature

Date

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Manager's Signature

Date

Deputy Fiscal Officer

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