

Dr. Samuel L. Bossard Memorial Library/Gallia Co. District Library

EMPLOYMENT OPPORTUNITY

Date Posted: March 15, 2023

Dates of Posting: March 15, 2023 – March 25, 2023

Position Title: Deputy Fiscal Officer

Position Type: Hourly, Non-Exempt

Location: Dr. Samuel L. Bossard Memorial Library

Department: Administration

Pay Rate: Minimum starting hourly rate of \$20.39

Schedule: 30-40 hours per week, dependent upon the needs of the Library

Reports to: Fiscal Officer (Library Director)

Minimum Qualifications

Education:

Bachelor's degree in accounting or finance preferred; or

Associate's degree in accounting or finance with two years' experience in an accounting-related field preferred; or

Any equivalent combination of higher education, experience, certification, and training which provides the knowledge, skills, and abilities necessary to perform the work associated with this position.

Experience in public finance administration preferred. Must be able to meet the flexible scheduling requirements of the Library. Must meet bondability requirements. Must have possession of a valid driver's license and access to a vehicle. Strong computer skills required including proficiency in spreadsheet and word processing applications. Must successfully pass background check.

Knowledge, Skills, Abilities

Knowledge of governmental bookkeeping, accounting, and computer operations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to

plan, schedule, organize work, and demonstrate effective, efficient time management skills. Ability to focus, giving attention to detail and performing work in a thorough, meticulous manner. Ability to prepare meaningful, concise, and accurate reports. Ability to communicate effectively in written and oral forms. Possesses interpersonal skills, including the ability to work with the Fiscal Officer, Library Director, the Library Board, and co-workers. Ability to work as a team member in achieving the Library's mission in the community. Must possess personal and professional integrity. Ability to handle confidential information with discretion. Ability to work independently with little supervision. Must model good work habits for others.

Responsibilities and Duties

Summary: Serves as the deputy financial officer for the Gallia County District Library in accordance with federal, state, and local laws and regulations, the directives of the Auditor of the State of Ohio, and the policies and decisions of the Gallia County District Library Board of Trustees. **Please see job description for further details.**

Interested applicants should obtain an application and job description from Bossard Library (7 Spruce Street, Gallipolis) or online at www.bossardlibrary.org. Completed application must be postmarked by March 26, 2023 and mailed to:

Bossard Memorial Library
Attention: Debbie Saunders, Library Director
7 Spruce Street
Gallipolis, Ohio 45631