

Bluffton Public Library
Job Description: Fiscal Officer

Bluffton Public Library is seeking to hire a new Fiscal Officer. This part-time salaried position is available due to the planned retirement of the current Fiscal Officer.

The Fiscal Officer is the library's chief financial officer, and is directly responsible to the Board of Trustees. The Fiscal Officer attends meetings of the Board of Trustees, and works in cooperation with the Library Director to provide information on the financial condition of the library to the Board of Trustees, and as required to local, county, and state governmental agencies.

They receive and deposit all Library funds, pay the bills and maintain all fiscal records utilizing the Auditor of State's Uniform Accounting Network (UAN) software, including; receipts ledger, appropriations ledger, cash journal, payroll, and employee benefit records.

The Fiscal Officer prepares and files all required reports, including; monthly and annual financial reports provided to the Board of Trustees, annual financial reports submitted to the Auditor of State, annual budgets & appropriation resolutions submitted to the county auditor, and payroll reports and withholding payments submitted to federal, state, and local government agencies.

The Fiscal Officer position requires attention to detail and accuracy. The completion of required tasks and reports in a timely manner is essential and expected.

A qualified candidate should have training and experience in accounting and payroll procedures. Experience in governmental accounting will be preferred.

To apply, submit a resume with 3 references and a job application to the Bluffton Public Library, ATTN: Board of Trustees, 145 S. Main St., Bluffton, OH 45817 or board@blufftonpubliclibrary.org. Position will remain open until filled. EOE.