

**Job Title: Fiscal Officer, Rock Creek Public Library**

**Salary Range: \$12,000-\$15,000/yr.**

**Reports to: Rock Creek Public Library Board of Trustees**

**Location: Rock Creek, Ohio 44084**

Rock Creek Public Library seeks a Fiscal Officer to join our team. The part-time position has flexible hours between 12 and 20 hours per week. The ideal candidate will have financial management knowledge and strong communication skills. The Fiscal Officer is responsible for daily financial operations of the library.

**THE LIBRARY:** Rock Creek Public Library is a school district library serving residents in the Rock Creek, Roaming Shores and surrounding Jefferson, Ohio School District. Annual revenue is from both state funding and a local property tax levy. The Fiscal Officer reports to a seven-member Board of Trustees.

**DUTIES:** Responsibilities include, but are not limited to, administering financial, payroll and benefit systems, overseeing investments, insurance and the Library's compliance with records, legal and regulatory requirements. The Fiscal Officer ensures that all financial operations comply with statutes of the State of Ohio, state auditing requirements, federal and local laws, sound financial practices, and the policies and decisions of the Board of Trustees. The Fiscal Officer works with the Director to develop an annual budget for the organization, distributes monthly trustee meeting agendas and takes minutes.

**QUALIFICATIONS:** Knowledge or experience with library financial procedures is preferred; five years of related professional experience; certification and bonding as required by law; Knowledge of UAN, preferred.; candidates with prior government accounting experience will be given primary consideration. Must have a valid driver's license and be able to pass a criminal background check.

**COMPENSATION/HOURS:** Compensation will be determined by qualifications. Benefits include:

- \* Ohio Public Employee Retirement System (OPERS)

- \* Access to professional development

This is a flexible 12 to 20 hour/week salaried position, including attendance at trustee meetings

**APPLICATION DEADLINE:** Applications must be received or post marked March 4, 2024

**SEND** resume and letter of interest to:

[director@rockcreekpl.org](mailto:director@rockcreekpl.org)

In the subject line, please note: Fiscal Officer Search

OR mail to:

Fiscal Officer Search

Rock Creek Public Library

2988 High Street

Rock Creek, OH 44084