

## **JOB OPENING – FISCAL OFFICER, FULL-TIME**

The Board of Trustees of the Holmes County District Public Library is seeking candidates for a full-time (37.5 hours per week) fiscal officer position.

**Qualifications:** Bachelor’s Degree in accounting or related field from an accredited college or university preferred, but applicants with at least 5 years public library accounting or relevant experience will also be considered. Knowledge of UAN software, payroll processing, and governmental fund accounting is preferred. Applicants must be able to be bonded and pass a criminal background check.

**Job Responsibilities:** The Fiscal Officer manages all aspects of the library’s financial operations; implements financial policies and procedures; administers proper fiscal management of library resources and funds; provides financial reporting and projections for budget planning; processes payroll and accounts payable; and ensures compliance with applicable laws, regulations, and Library policies.

**Application Procedure:** Submit cover letter, resume, and 3 professional references to the Holmes County District Public Library, Attn: Paula Cicconetti, Director, 3102 Glen Drive, Millersburg, Ohio 44654 or by e-mail to [director@holmeslib.org](mailto:director@holmeslib.org). Application deadline: Open until filled.

A full job description is available at [www.holmeslibrary.org](http://www.holmeslibrary.org) or by request at the Central Library or East Branch.

Salary: Minimum hourly rate is \$18.00.

