



JOB OPENING – FISCAL OFFICER

Date Posted: June 26, 2024

The Holmes County District Public Library Board of Trustees is seeking applicants for a part-time (30 hours per week) fiscal officer position. Benefits include paid vacation, personal, sick and holiday leave. Health insurance is available with 75% of the single premium paid. Salary is commensurate with education and experience.

Qualifications:

- Bachelor's degree in accounting or related field from an accredited college or university preferred; but will consider a combination of education and relevant work experience
- Knowledge of UAN software, payroll processing, and governmental fund accounting preferred
- Able to be bonded and pass a criminal background check

Job Responsibilities:

- Manage all aspects of the library's financial operations
- Implement financial policies and procedures
- Administer proper fiscal management of library resources and funds
- Provide financial reporting and projections for budget planning
- Process payroll and accounts payable
- Ensure compliance with applicable laws, regulations, and library policies
- Train and oversee the work of the deputy fiscal officer

Application Procedure:

Submit cover letter, resume, and 3 professional references to the Holmes County District Public Library, Attn: Director, 3102 Glen Drive, Millersburg, OH 44654 or by email to picconetti@holmeslib.org. Application deadline: Open until filled.

A full job description is available at www.holmeslibrary.org or by request at the Central Library or East Branch.