



## Deputy Fiscal Officer

**Confidential Non-Exempt**

**Hours: 37.5**

**Pay Rate: \$21.39**

**Immediate Supervisor: Fiscal Officer**

The Deputy Fiscal Officer assists in the day-to-day financial and accounting operation of the administrative office. Under moderate supervision of the Fiscal Officer, performs various clerical accounting tasks according to standard operating procedures. These tasks include processing invoices, cash receipts, cash disbursements, purchase orders, and/or time cards. Completing related documentation and reporting functions; process employee payroll and maintain appropriate records; assist the Fiscal Officer in the preparation of financial reports; prepare daily bank deposits and maintain petty cash funds; enroll and monitor employees in various benefit programs.

**Education:** High school diploma and minimum 3 to 5 years of experience in bookkeeping/accounting/payroll. At the sole discretion of the Library Director, any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

**APPLICATION PROCEDURE:** Submit resume and three business references to the Fairfield County District Library c/o Becky Schaade, Library Director, 219 N. Broad Street, Lancaster, Ohio 43130 or email to [bschaade@fcdlibrary.org](mailto:bschaade@fcdlibrary.org). Resumes will be accepted until position is filled.