

## POSITION ANNOUNCEMENT

### DEPUTY FISCAL OFFICER – FULL TIME MEDINA LIBRARY

Medina County District Library is a mid-sized library system renowned for its great customer service, books and e-media, technology, and innovative events for all ages. We believe in giving back to the communities we service and being THE place to gather and learn and have fun.

#### **REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:**

Medina County District Library is looking for a Deputy Fiscal Officer to assist the Fiscal Officer in overseeing the finances of MCDL (*6 libraries and a Bookmobile*) and serve as the assistant financial officer. The library has a \$10.4 million operating budget. Must be able to perform financial functions for the finance department including preparation of purchase orders, receipts and invoices, deposit of funds, and prepare financial reports which include spreadsheets as requested. Candidate will also act as a backup for the payroll function.

#### **QUALIFICATIONS:**

Candidate must have a Bachelor's degree in business, accounting, finance or related field and minimum of 5 years prior bookkeeping experience or an equivalent combination of education, training and experience. Public entity experience preferred. Proficiency with ADP Workforce Now and Time and Attendance software strongly preferred.

**WAGE:** \$20.80 per hour or commensurate with experience

**BENEFITS:** Vacation, sick leave, holidays and group health benefits available; Public Employees Retirement System

**HOURS:** Full-time; 30 hours per week. Must be able to work a flexible schedule.

**SUBMIT COVER LETTER, RESUME AND APPLICATION TO:** Application available online at [www.mc dl .info/employment](http://www.mc dl .info/employment)  
Email to: [human.resources@mc dl .info](mailto:human.resources@mc dl .info)  
Human Resources Office  
Medina County District Library  
210 S. Broadway Street  
Medina, OH 44256  
FAX: (330) 722-2855

**DEADLINE FOR APPLICATION:** **Friday, May 25, 2018**

MEDINA COUNTY DISTRICT LIBRARY is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

Position Description  
**Medina County District Library**  
An Equal Opportunity Employer

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Job Title: **DEPUTY FISCAL OFFICER**

Department: Finance Office

Immediate Supervisor: Business Manager/Fiscal Officer

Positions Supervised: None

**JOB RESPONSIBILITIES:**

Under general direction, the Deputy Fiscal Officer assists the Business Manager/Fiscal Officer in overseeing the finances of MCDL and serves as the assistant financial officer. The Deputy Fiscal Officer performs financial functions for the business office, deposits funds as directed, assists with payroll processing and prepares financial reports. In the absence of the Fiscal Officer, the Deputy Fiscal Officer serves as the financial officer for MCDL.

**QUALIFICATIONS:**

Bachelor's degree in business, accounting, finance or related field, and a minimum of five (5) years prior bookkeeping experience or an equivalent combination of education, training and experience. Ability to meet bonding requirements.

**WORKING CONDITIONS:**

The Deputy Fiscal Officer will be required to work a flexible schedule.

*An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*

**KNOWLEDGE OF:**

Library policies and procedures +  
Office practices and procedures  
General computer operations including word processing and spreadsheets  
Bookkeeping for publicly funded agencies  
Accounting practices and software  
Payroll  
Financial recordkeeping requirements  
Online banking, purchasing, remitting and reporting  
+ May be acquired after hire

**SKILLS AND ABILITIES TO:**

Organize, prioritize, coordinate multiple tasks  
Prepare accurate and concise reports in a timely manner  
Maintain accurate records  
Use independent judgment with little supervision  
Calculate fractions, decimals and percentages  
Accurately copy and record figures  
Classify and organize records  
Communicate effectively in written and oral form  
Use tact when dealing with others  
Cooperate with others as a team member  
Present a professional image to the public  
Develop and maintain effective working relationships with supervisor and staff  
Maintain confidentiality  
See MCDL Core Competencies and Computer Requirements Matrices

% of Time ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)

**80% FINANCIAL RECORDKEEPING & ACCOUNTING**

- \* Provides fiscal support to the Business Manager/Fiscal Officer
- \* Receives and deposits library funds in the authorized depository, as directed.
- \* Monitors fund balances and keeps Business Manager/Fiscal Officer informed of library's financial condition.
- \* Assists Business Manager/Fiscal Officer with investing library funds and makes recommendations for investment purchases
- \* Assists in the preparation of budget forecasts
- \* Provides data to and assists the Director and Fiscal Officer in the preparation of the annual budget and related documents
- \* Assists in the monitoring of revenues and expenditures and recommends transfers based upon spending patterns
- \* *Denotes an essential function of the job*

**80% FINANCIAL RECORDKEEPING & ACCOUNTING (Continued)**

- \* Assists in preparation of financial statements for the Board of Trustees
- \* Prepares and enters purchase orders, receipts and invoices into computer and ensures proper documentation
- \* Verifies, processes, reconciles and posts revenue, expense, and payroll journal entries  
Contacts vendors to resolve problems, as necessary  
Files purchase orders, invoices and other documents
- \* Creates and maintains spreadsheets as requested  
Attends Board and Finance Committee meetings at the request of the Business Manager/Fiscal Officer or Director  
Answers and directs telephone calls  
Monitors and assists Collection Resources Department with library materials invoices

**10% PAYROLL**

- \* Maintains payroll and fringe benefit records as required by state and federal law
- \* Prepares OPERS, health and life insurances, deferred compensation, Worker's Compensation payments, other payroll deduction payments and related personnel reports
- \* Acts as backup for the payroll processing

**10% MISCELLANEOUS**

- \* Attends staff meetings, as requested  
Serves on committees, as assigned
- \* Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- \* Signs purchase orders, contracts, bank and investment documents when requested
- \* Maintains annual continuing education certification for investing public funds  
Keeps current with library and department e-mail, and other written communication  
Performs additional duties as assigned

- \* *Denotes an essential function of the job*