



Muskingum County Library System

The Muskingum County Library System is seeking a public service Fiscal Officer.

Our ideal candidate is a person who engages with the Board of Trustees, Leadership Team, staff and the community. They communicate well, are committed to lifelong learning and will uphold the highest standards of governmental accounting practices and the Ohio Ethics law as it applies to public officials.

Muskingum County is located in beautiful Southeastern Ohio just 50 miles east of Columbus, Ohio and is the home of Ohio University-Zanesville Campus, Zane State College, and Muskingum University with an operating budget of 5.25 million. The Library proudly and enthusiastically connects people with information, ideas, and each other and seeks a candidate who values diversity, service, lifelong learning, innovation, community and integrity.

Location: John McIntire Library, 220 North 5th St, Zanesville, OH 43701
Salary: Starting at \$60,000/year, may be adjusted to commensurate with experience
Closing Date: OPEN UNTIL FILLED

Job Responsibilities: This position ensures that all financial operations comply with state and local laws, the directives of the State Auditor, and policies and decisions of the Muskingum County Library Board of Trustees

Qualifications: Candidate must have knowledge of governmental accounting principles, practices and procedures, investment experience and a Bachelor's Degree in Business Accounting or related field.

Preferred: Candidate must have a minimum of three years of governmental accounting or auditing experience.

Primary Responsibilities

- Responsible for the day-to-day financial operations of the Library.
- Serves as a member of the Library's Leadership Team.
- Provides data and assists the Executive Director with the preparation of the annual budget and appropriations document.
- Develops and maintains a system of internal accounting controls.
- Invests funds to maximize interest.

- Prepares and presents monthly financial statements for the Board, semi-annual financial report to County Budget Commission, annual financial report for State Auditor's Office.
- Maintains all payroll and fringe benefit records in compliance with the requirements of the Ohio Revised Code and other applicable laws.

Benefits:

- Health, Dental, Vision and Life Insurance
- 9 paid holidays plus 2 floating holidays
- 280 hours of PTO earned annually
- Employee Assistance Program
- Retirement plan: OPERS- 10% employee contribution, 14% employer contribution

Please send your cover letter, resume and three letters of reference to Samantha Maxwell, HR Director at samantham@muskingumlibrary.org or mail to:

220 N. Fifth St
Zanesville, OH 43701

The Muskingum County Library System is an Equal Opportunity Employer