



Position: Deputy Fiscal Officer
Location: Middletown, Ohio
Hours: Full-time, Exempt, 40 hours per week, an occasional evening or weekend day is needed
Salary: Starts at \$2,192.30 bi-weekly, annualized \$57,000, more depending on experience
Benefits: Excellent benefit package, including OPERS retirement, medical, dental, vision, life, accrued vacation, sick time, holiday's, personal days, professional development, and much more
Information: More information about this opening can be found on our website at:
<https://www.midpointelibrary.org/page/jobs>

SUMMARY OF RESPONSIBILITIES:

- Oversee the daily financial operations of the Library
- Manage payroll, accounts payable, and accounts receivable
- Make recommendations and assist the Fiscal Officer with the budget process, the bidding process, investment activity, and special projects
- Supervisory responsibilities include leadership, development, and coaching
- Maintain policies such as fixed assets and record retention
- Develop financial reports, workflow analyses, policies, and procedures
- Provide excellent customer service demonstrating a professional, courteous, and respectful attitude towards all internal and external customers
- Other duties as requested or assigned.

QUALIFICATIONS:

- Must have bachelor's degree in finance, accounting, or business with a minimum of 5 years of public sector accounting experience and managerial experience
- Must be bondable
- Must have advanced knowledge of payroll processes, government accounting principles, practices and procedures
- Must have a high proficiency level with MS Office including advanced Excel skills, Google, government accounting software, and online payroll timekeeping system
- Must be organized, have critical thinking skills, adapt to changing needs, meet regulatory filing requirements, effectively collaborate, problem solve, be self-motivated, and handle confidential information
- Must have excellent interpersonal skills, customer service skills, and communication skills
- Must be able to hear, read (including cursive), write, speak, and understand English effectively as well as have sufficient dexterity and visual acuity to meet job requirements
- Movements such as grasping, reaching, lifting, and moving up to 50 pounds is needed
- Regular and predictable physical attendance is required

APPLY:

- A required MidPointe employment application is available on our website at: www.midpointelibrary.org, click on About The Library → Job Openings → Fill Out Job Application Form, or go directly to: <https://www.tinyurl.com/MidPointe-apply>
A resume can be attached to the online application.