

Grandview Heights Public Library

Position Description

Job Title:	Deputy Fiscal Officer
Classification:	Manager II
Department:	Administration
Pay Range:	\$26.52-45.08/ hourly
Benefits:	Comprehensive benefits package includes: 22 vacation days; 12 paid holidays; sick leave; OPERS (Ohio Public Employees Retirement System)
Weekly Hours:	20 hours. Flexible schedule. Primarily weekday business hours with occasional evening hours.

Apply Online: <http://www.ghpl.org/apply>

Reporting Relationship: Fiscal Officer

Purpose: Assists the Library's Fiscal Officer in overseeing the financial operations of the library and provides a high level of customer service to staff and vendors.

Duties and Responsibilities:

- Reviews and approves all purchase requests submitted by managers for compliance with policies and procedures and creates and maintains all purchase orders.
- Responsible for timely and proper payment of invoices with proper documentation of all expenditures.
- Reconciles and deposits monies collected from the coin-operated copy machines and the Square registers.
- Assists with the processing of bi-monthly payroll under the supervision of the Fiscal Officer to ensure accurate employee compensation and compliance with all relevant regulations.
- Processes payment of monthly payroll deductions, including health insurance, OPERS, and Ohio Deferred Compensation.
- Runs errands as required, e.g. weekly bank deposits, post office.
- Assists with managing the library's financial and payroll systems, including the development and maintenance of internal accounting controls.
- Assists the Fiscal Officer with the biennial audit.
- Attends Library Board meetings and prepares meeting minutes as needed.
- Assists the Fiscal Officer in preparing and reviewing year-end reports.
- Assists the Fiscal Officer with maintaining financial records in accordance with Chapter 117-4, Ohio Administrative Code.
- Ensures compliance with library policies as well as legal and regulatory requirements.
- Responds to staff and vendors in a consistent, friendly and professional manner.
- Maintains confidentiality of all business and personnel information as required.

Additional Duties:

- Assists the Fiscal Officer in managing employee benefit administration.
- Assists the Fiscal Officer in managing the finances for the Central Library Consortium (CLC).
- Performs other duties and responsibilities as assigned by the Fiscal Officer.
- Perform the Fiscal Officer's duties in their absence.

Knowledge, Skills, and Abilities:

- Knowledge of basic government accounting principles, practices, and procedures.
- Knowledge of and ability to use accounting software, preferably Software Solutions VIP.
- Knowledge of state and federal law relating to fiscal management.

- Excellence in the use of spreadsheet software, computerized accounting, and payroll systems.
- Effective interpersonal skills, including the ability to communicate clearly in verbal and written English.
- Ability to work independently with little supervision.
- Ability to plan, schedule, and organize work effectively, and meet deadlines.
- Ability to pass background check.
- Must meet requirements for adequate bonding.
- Occasional travel, valid Ohio driver's license, and proof of insurance.

Education and Experience:

- Bachelor's degree in business administration, accounting or related field is preferred; however, extensive government accounting experience may be considered in lieu of a degree.
- Two or more years of experience in bookkeeping, preferably with a public entity.
- Two or more years of experience processing payroll with an automated accounting system.

Physical and Environmental Conditions:

- Work is performed primarily in a general office environment.
- Requires availability for extended hours, as needed, and periodic attendance at events or meetings.
- Ability to focus with frequent interruptions and distractions.
- Ability to lift and move up to thirty (30) pounds.
- Manual dexterity is sufficient to perform general typing and operate standard office equipment.
- Periodic intense concentration and sustained viewing of a computer monitor.

About the library:

The Grandview Heights Public Library (GHPL) is an award-winning, independent suburban library system known for progressive leadership and friendly, personalized service. We are 1 of only 6 U.S. public libraries to receive 14 consecutive five-star ratings from Library Journal, ranking #1 nationwide in its expenditure category. GHPL is also the founding member and Administering Library of the Central Library Consortium (CLC).

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Grandview Heights Public Library.

Updated August 31, 2025