

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 serve 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 \$10.6 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: 22 days vacation, sick leave, holidays and group health benefits available; Public Employees Retirement System

HOURS: Full-time; 37.5 hours per week. Mon – Fri, 9am – 5pm
(Schedule subject to change based on the needs of the library)

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

DEADLINE FOR APPLICATION: **Open Until Filled**

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.

2/8/2019