



# Westerville Public Library

## Job Description

---

**POSITION TITLE:** Deputy Fiscal Officer  
**REPORTS TO:** Fiscal Officer  
**DIRECT REPORTS:** None  
**SALARY RANGE:** Starting at \$24.79/hr [R17]  
**STATUS:** Full-time, Non-Exempt

## RESPONSIBILITIES

The Deputy Fiscal Officer prepares and maintains all bookkeeping, payroll, and purchasing records and completes special financial reports.

- Processes payroll to ensure accurate employee compensation and timely payment and compliance with all relevant regulations. Responsible for documenting all transactions related to wages including taxes, benefits deductions, and payroll vouchers.
- Processes year-end payroll reports including W2s and government required reports.
- Performs all required bookkeeping and payroll duties.
- Balances and deposits monies collected from the coin operated machines and credit card system.
- Prepares bank deposits and check reconciliation.
- Posts, reconciles and verifies monthly billings, purchase orders, receipts, expenditures and invoices.
- Prepares payroll tax filings and health insurance billings.
- Prepares quarterly and year-end tax reports.
- Maintains Purchase Order logs; encumbers and prints purchase orders.
- Verifies P.O.s; packing slips and invoices and mails payment with invoice.
- Responds to customers and vendors in a consistent, friendly and professional manner.
- Resolves customer complaints in a timely, friendly and professional manner.
- Maintains confidentiality of all business and personnel information as required.
- Provides Notary Public Services.
- Handles miscellaneous billing inquiries, telephone ordering supplies and problem solving.

- Runs errands as required, e.g., daily bank deposits.

## REQUIREMENTS

- High School diploma or equivalent.
- Formal education in accounting – associate degree or bachelors' degree preferred.
- Two years of experience in bookkeeping, preferably with a public entity.
- Two years of experience processing payroll with an automated accounting system.
- Knowledge of practical accounting methods.
- Ability to operate computers, including advanced spreadsheet (Excel) skills.
- Ability to do detailed work accurately and efficiently.
- Ability to work independently with little supervision.
- Ability to secure adequate bonding.
- Ability to be commissioned as a Notary Public.
- A positive attitude and a willingness to accept change.

## COMPETENCIES

- Technology: Demonstrates general understanding of basic computer skills coupled with an understanding and knowledge of spreadsheet software.
- Teamwork: The ability to work collaboratively with others to achieve department goals.
- Inclusion: Commitment to interact appropriately, fairly, and equitably with all; the ability to demonstrate and foster respect for all individuals and points of view.
- Ethics: Commitment to the Ohio Ethics Law and the basic ethics and values of library service.
- Intellectual Freedom: The understanding and support of the library's role in providing free and equal access to ideas, information, resources, and services, from all points of view, without restriction, to every individual.

## PHYSICAL REQUIREMENTS

- While performing duties of job, employee typically handles office equipment, objects or controls and frequently communicates with others. Work requires light physical exertion, including bending, kneeling, stooping and standing; some lifting and moving of objects (up to 10 lbs).
- The worker is required to have close visual acuity to perform an activity such as viewing a computer terminal.
- The majority of the work is performed in an office setting.

*To apply for this position go to [www.westervillelibrary.org/careers](http://www.westervillelibrary.org/careers).*

*The Westerville Public Library is an equal opportunity employer.*