



Fiscal Officer

Organization: Ida Rupp Public Library

Hours: Part Time

Salary: Starting at \$24.00 an hour dependent upon qualifications

Ida Rupp Public Library in Port Clinton, Ohio is seeking an experienced, detail oriented and dependable individual to join our team as Fiscal Officer.

Duties:

In consultation with the Library Director and under the direction of the Library Board of Trustees, the Fiscal Officer plans, organizes, and administers the daily financial activities of library operations and follows legal and procedural regulations as defined under the Ohio Revised Code for receiving, investing and appropriating library funds.

A full job description can be found on the library's website, www.idarupp.org.

Requirements:

Experience in public finance administration with previous work experience in accounting, business or public administration or any equivalent combination of experience which provides required knowledge, skills, and abilities. Must qualify to be bonded. Valid driver's license required.

Application Process:

For consideration, please send your resume, cover letter, contact information for three references and completed [application](#) (applications can be found on our website) to:

lfaust@seolibraries.org

or

Lindsay Faust, Director
Ida Rupp Public Library
310 Madison Street
Port Clinton, OH 43452

Deadline:

Job posting open until position is filled. Application materials received by Friday, September 2, 2022 will receive priority.