

## **New Madison Public Library Job Posting – Fiscal Officer**

New Madison Public Library (NMPL) seeks a part-time Fiscal Officer. This key position is responsible for all financial reporting and recordkeeping for the library. Critical responsibilities include preparing the annual budget ( $\pm$  \$380k), managing funds/bank accounts, and complying with all monthly and year-end financial reporting requirements. The Fiscal Officer is responsible for payroll administration for the library's nine employees. This position works closely with the Library Director and reports to the NMPL Board of Trustees.

The well-qualified candidate will have a strong background in public finance administration, experience using major accounting software (preferably UAN) and be familiar with governmental bookkeeping and reporting. He/she will have a demonstrated ability to define problems, collect data, establish facts and draw valid conclusions. An Associate's or Bachelor's degree in Accounting is preferred. Professional qualities must include strong interpersonal skills, effective written and oral communications and a record of dependability and timeliness. The ability to maintain confidentiality is critical.

Fiscal Officer is a part-time, salaried non-exempt position. All work is to be conducted on-site at the library. The position requires 10 hours per week or less. Starting salary will be commensurate with experience and qualifications.

Interested candidates should send resume, cover letter and three references to [fiscalofcrnmpl@gmail.com](mailto:fiscalofcrnmpl@gmail.com) or to NMPL Fiscal Officer Search Committee, c/o Christel Brooks, 834 Billman Rd., New Madison, OH 45346. NMPL is an equal opportunity employer. Revised **Application Deadline is 5 pm January 23, 2017.**