

MidPointe Library – Deputy Fiscal Officer - Full Time - Middletown, OH

Are you detail-oriented and have great accounting skills?

If so, as Deputy Fiscal Officer, you'd perform accounting functions and accounting activities that include accounts payable & receivables; requisitions; bi-weekly payroll; monitor cash flow and cash balances & recommend transfers; assist with the budget process as well as the preparation of month and year end closing; maintain and reconcile petty cash; monitor money collections and complete banking deposits; implement accounting system changes; assist staff; assist in the bidding process; maintain inventory system for fixed assets; and assist with record retention.

MidPointe is located on the east side of Butler County, Ohio in a vibrant, dynamic, diverse community that enjoys community support. Nestled between Cincinnati and Dayton, the area has a wide variety of schools, entertainment, dining experiences, sports, and cultural events. We have something for everyone!

To be successful, you will need to:

- Have a bachelor's degree in accounting, finance, or business, or 8 years commensurate job experience.
- A minimum of 5 years of public sector accounting experience desired.
- Must be bondable.
- Be accurate and detail oriented.
- Have a good knowledge and experience with fund accounting, generally accepted accounting principles, purchase order procedures, and financial recordkeeping requirements.
- Excellent computer skills using various software programs including accounting and payroll software.
- Be able to communicate effectively, have excellent verbal and written communication skills including excellent grammar, and have interpersonal skills.
- Be able to work in a successful team environment and independently.
- Have a positive attitude and a strong service/work ethic, sound judgement, reliability, and ability to react quickly to new and changed responsibilities.
- Interact with customers in a consistently tactful, friendly, and courteous manner.
- Must be able to read (including cursive), write, speak, and understand English effectively.
- Learn and carry out the responsibilities of the assigned position.
- Must have regular & predictable physical attendance and punctuality.

Apply:

Complete a required MidPointe Library System employment application found at:
<https://secure.entertimeonline.com/ta/6138957.jobs?ShowAllOpenings>.

Physical Abilities Include:

- Must have manual dexterity sufficient to operate library equipment; perform general typing and keyboard operation; visual acuity to distinguish, produce, and view a wide variety of materials in both print and electronic formats.
- Must be able to move intermittently throughout the workday.
- Must be able to hear and see or use prosthetic that will enable assurance of position requirements.
- Must be able to travel to branches and make banking deposits.

Hours:

40 hours per week; Mon-Fri 8am-5pm (is flexible); evenings and weekends as needed.

Rate of Pay:

The pay range is \$28.00 - \$45.00; non-exempt; the rate depends on job factors such as experience, job skills, education, languages spoken, and certifications.

Benefits:

Full-time benefits include state retirement plan (OPERS); direct deposit; medical (HDHP with HSA or copay plan), dental, vision, life insurance & voluntary life insurance; accrued vacation, sick & short-term disability; paid holidays and floating holidays; EAP, education assistance; attendance to webinars & workshops, and more.

Inquiries:

More information about this opening is available on our website <https://www.midpointelibrary.org/page/jobs>, and our application portal. Please, only call the library if you need assistance in completing an application for the required online submission.