



Westerville Public Library

Job Description

POSITION TITLE: Deputy Fiscal Officer
CLASSIFICATION: Associate
REPORTS TO: Fiscal Officer
DIRECT REPORTS: None
SALARY RANGE: R17, starting at \$26.26/hr
STATUS: Full-Time, Non-Exempt

RESPONSIBILITIES

The Deputy Fiscal Officer prepares and maintains all bookkeeping, payroll, and purchasing records and completes special financial reports. The library uses in-house payroll check processing for 100+ employees in a single state jurisdiction.

- Executes full-cycle, end-to-end payroll processing locally on a monthly basis ensuring accurate employee compensation and timely payment and compliance with all relevant regulations. Responsible for documenting all transactions related to wages including taxes, benefits deductions, accruals and payroll vouchers.
- Generates, balances, and prints payroll checks and direct deposit stubs. Processes year-end payroll reports including W2s and government required reports.
- Posts, reconciles and verifies monthly billings, checks, 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.
- Handles miscellaneous billing inquiries, telephone ordering supplies and problem solving.

- Acts as backup on other accounting responsibilities including:
 - Balances and deposits monies collected from the coin operated machines and credit card system.
 - Prepares bank deposits.
 - Runs errands as required, e.g., daily bank deposits.

REQUIREMENTS

- High School diploma or equivalent.
- Formal education in accounting – associate degree or bachelor's degree preferred.
- Three years of experience in bookkeeping, preferably with a public entity.
- Three years of experience processing with full-cycle payroll software (not just SaaS portal entry).
- Familiarity with banking security protocols, such as creating and uploading Positive Pay files to prevent check fraud.
- Familiarity with tracking and adjusting deductions for insurance, retirement plans, and garnishments.
- Knowledge of practical accounting methods. Quick identification and resolution of payroll/accounting discrepancies or system errors.
- Ability to operate computers, including advanced spreadsheet (Excel) skills.
- Ability to do detailed work accurately and efficiently.
- Ability to work independently with little supervision.
- Strict discretion when handling sensitive personal, financial, and legal employee data.
- Ability to secure adequate bonding.
- 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.

The Westerville Public Library is an equal opportunity employer.