

**Job Title:** Deputy Fiscal Officer

**Direct Supervisor:** Administrative Services Manager & Fiscal Officer

**Job Classification:** AG4

**FLSA Status:** Non-Exempt

**Core Functions:**

- Accounts Payable: Produce purchase orders for Library acquisitions. Review invoices against purchase orders and receiving reports, ensure appropriate approvals and generate payments. Prepare checks for mailing. Handle vendor inquiries, including requests for tax exempt forms.
- Cash Management: Balance Circulation cash box weekly and empty coin-operated machines bimonthly. Count and receipt cash. Handle Petty Cash transactions and replenish cash box as needed. Receipt miscellaneous check payments. Prepare and deliver deposits to bank (currently Chase).
- Payroll: Generate time sheets and collect for processing. Ensure all records including Work from Home logs are complete and have the necessary approvals. Calculate hours and prepare time sheets for entry into payroll system (currently Paycor) and submit (bimonthly basis). Make appropriate changes to personnel records (personal information, status changes, etc.) in payroll system. Download and review Paycor-generated reports and determine amount to be transferred to payroll account. Process payroll deduction payments (457, insurance, etc.) and monthly OPERS report.
- Order office supplies and promotional materials as required.
- Serve as Admin liaison to Sunshine Committee.
- Provide clerical support as needed to Director and Administrative Services Manager in all aspects of Library administration.
- Assist in maintaining and preserving financial and business records, including disposal of records appropriately according to Records Retention policy.

**Knowledge and Skills:**

- Basic bookkeeping skills
- Knowledge of Microsoft Office products (Excel and Word)
- Ability to handle sensitive information with a high degree of confidentiality
- Flexibility in performing a wide range of clerical tasks while dealing with shifting priorities
- Ability to interact with others effectively, using tact and good judgement
- Ability to follow directions and complete assignments in a timely fashion
- Ability to organize tasks and make responsible decisions, and to work with minimal supervision

**Qualifications:**

- Associate's Degree or higher in Accounting or related field
- Minimum 3 years of experience in a multifunctional office environment
- Computer experience, including word processing and spreadsheets
- Proven record of providing excellent customer service
- Strong oral and written communications skills

**General Requirements:**

- Have and maintain good interpersonal and communication skills
- Maintain a tolerance and sensitivity to the needs of Library patrons and staff
- Maintain a positive attitude and work cooperatively with others
- Know and enforce Library policies and procedures
- Support the Library's mission within the Library and the community
- Be flexible with regards to scheduling
- Be in adequate physical condition to fulfill job requirements

October 25, 2023