Chillicothe & Ross County Public Library

Deputy Fiscal Officer/Office Manager

Supervisor: Chief Fiscal Officer
Executive Director
Position: FLSA Non-Exempt
Pay Band: D

Position Summary

The Deputy Fiscal Officer/Office Manager provides assistance to the Executive Director and Chief Fiscal Officer; prepares and processes payroll for the library system; manages most functions of the administrative office.

Essential Duties & Responsibilities

- Serve as the Deputy Fiscal Officer and performs the duties of the Chief Fiscal Officer in their absence.
- Audit timecards and prepares bi-weekly payroll using approved software.
- Apply correct employee benefits and deductions.
- Prepare accurate and timely federal, state, city, OPERS, ODJFS, and other payroll reports and makes timely deposits of taxes and withholdings due.
- Maintain inventories and order supplies for the system and coordinates maintenance and repair of office equipment.
- Maintain fixed asset inventory (other than IT equipment).
- Prepare Board minutes and indexes. Maintain accurate Board records as required.
- Count the daily copy, sales, and fine receipts and make timely deposits of all receipts.
- Responsible for monitoring the safety and accessibility of our physical and digital spaces. Report findings to supervisor as needed.
- Sort and route mail daily, deliver outgoing mail to the post office, coordinate deliveries, and maintain postage meter.
- Oversee guest experience, answer administrative phone lines, and make referrals to community partners.
- Prepare administrative reports, as required.
- Take and relay messages for the administrative office.
- Assist in planning and carrying out library events.
- Assist with administrative and supply budget preparation and expense monitoring.
- Assist Chief Fiscal Officer during state audits.
- Maintain good communication with the Executive Director, Chief Fiscal Officer, and Human Resources Manager.
- Actively participates in fraud, safety, and security trainings and utilizes training to protect the physical library, the library's online infrastructure, staff, and patrons.
- Perform related duties as required.

Qualifications

- Bachelor Degree in business, accounting, or related field or equivalent education and experience.
- Three (3) years relevant work experience including both office methods and payroll processing
- Proficient in Microsoft and Google computer applications.
- Ability to maintain records and prepare reports in a timely manner.

- Ability to handle confidential information with discretion.
- Ability to be bonded.
- Ability to work independently or with minimum supervision.
- Strong interpersonal skills and ability to interact positively with all employees.
- Knowledge of and ability to use and trouble-shoot office machines, including photocopier/printer, fax, postage machine, etc.
- Valid driver's license.

Supervisory/Management Responsibilities
Responsible for the fiscal office in the absence of the Chief Fiscal Officer.

Interaction
Frequent interaction with library employees, patrons, Board of Trustees, vendors and the community at large.

Computer/Technology Skills/Equipment/Software Skills
Common technology used in this position includes but is not limited to Outlook, Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Programs, Intranet (StaffNet), Internet, (www.CRCPL.org) UAN software, Postage Meter, Laptop and other library-related software applications.

Travel Requirements
Travel by automobile is required for position management responsibilities and training.
Frequency of travel: Daily

Physical Demands
Ability to regularly lift up to 35 pounds.
Often required to perform tasks at a desk for extended periods of time.
Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents and operates office equipment.
Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

Work Environment
Majority of the work performed in a general office/library setting.
Telecommute Potential: 20%
Requires availability for extended or nontraditional hours as needed to perform job duties.
Requires periodic participation and attendance at related library events and training.
Requires attendance at library Board meetings.

Disclaimer

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.