

Library Fiscal Assistant

SUMMARY:

The library fiscal assistant will report to the director and fiscal officer of the library. The primary responsibilities will be payroll and benefit processing and accounts payable functions.

DUTIES:

- Confirm non-exempt employee hours and timecards including time off records.
- Process payroll every other week
- Submit benefit and tax reporting to appropriate agencies.
- Enroll new hires in any benefits and enter changes for current and former employees
- Run annual tax reports (1099, W2s, etc.)
- Prepare and maintain employee files, assuring timeliness, accuracy, completeness, compliance, and confidentiality.
- Responsible for maintaining favorable vendor relationships and communications.
- Create purchase orders and enter vendor invoices into UAN system.
- Create vendor checks. Balance and maintain accounts payable records.
- File payment remittance documents, correspondence, and invoices.
- Record usage of credit cards.
- Maintain cellular account records on library devices, i.e. hot spots, tablets, etc.
- Selects correct appropriation accounts
- General office administrative duties and ad-hoc tasks and special projects, as needed

QUALIFICATIONS

- High school diploma and two years of postsecondary education required.
- Three years of payroll experience required.
- Accounts payable experience required.
- Valid Ohio driver's license required
- Skilled in the usage of the internet, Outlook, and Microsoft Office programs including Excel and Word proficiency.
- Strong attention to detail.
- Exceptional time management, communication, and problem-solving skills.
- Strong math and research skills.
- High degree of accuracy and organization.
- Must be able to work in office-this not a remote position

PHYSICAL REQUIREMENTS

Must be able to sit for long periods of time. Able to reach, bend, climb, and lift up to 25lbs.

WORK SCHEDULE:

Part-time position with 24 hours per week generally. Must be able to work at the library location on designated weekdays.

COMPENSATION:

Wage rate range begins at \$15.00 per hour and increases based on education and experience.

Benefits include OPERS participation, paid vacation time, and holiday time.