



**Wayne County Public Library
Wooster Operations Center**

Position Opening

Title: Deputy Fiscal Officer

Date Posted: May 8, 2025

Job Responsibilities: Under general supervision, the Deputy Fiscal Officer is responsible for maintaining accounts payable, managing cash receipts, assisting with payroll, processing purchase orders, and compiling and maintaining Board of Trustees meeting minutes, and assisting the Fiscal Officer with other assigned financial tasks. Acts in place of Fiscal Officer in his or her absence.

Qualifications: Bachelor's Degree in accounting or equivalent education/experience. Experience in governmental accounting and familiarity with financial software and fundraising software preferred. New graduates considered. Applicant must have a valid Ohio driver's license, an acceptable driving record, and undergo a criminal background check.

Working Conditions/Schedule: Exempt, full-time with additional hours as necessary. The ability to work a flexible schedule including occasional evenings and weekends is required.

Starting Salary: **\$39,572 annually**, corresponding to qualifications and experience. This position includes full benefits including insurance, retirement, vacation and paid sick leave.

Application Procedure: Applications may be obtained at any of our locations or online at www.wcpl.info. Completed library application forms and resumes may be emailed to: jobs@wcpl.info or mailed to:

Wayne County Public Library
304 N. Market
Wooster, OH 44691.
Attn: Human Resources

Deadline: Applications accepted until the position is filled.

In compliance with Federal and State equal employment opportunity laws, the Wayne County Public Library considers qualified applicants for positions without regard to age, race, color, religion, gender, sexual orientation, national origin, disability, or ancestry.