

# DEPUTY FISCAL OFFICER

<b>Responsible to</b>	Fiscal Officer
<b>Classification</b>	Clerk II
<b>Qualifications</b>	<p>High School diploma or equivalent</p> <p>Experienced in standard bookkeeping and accounting procedures</p> <p>Capable of maintaining and utilizing Ohio Auditor of State's Unified Accounting Network (UAN) accounting and payroll programs</p> <p>Knowledge of computers and applicable technologies</p> <p>Must meet bonding requirements</p> <p>Ability to maintain notary requirements</p> <p>Ability to work days, evenings, and weekends as required</p> <p>Must have a valid driver's license</p>
<b>Primary Function</b>	Assist the Fiscal Officer in using the UAN system to perform accounting and payroll activities and to perform all duties in the Fiscal Officer's absence
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. Assists the Fiscal Officer as needed</li><li>2. Completes payroll duties on a rotating basis with the Fiscal Officer</li><li>3. Counts and prepares desk receipts for deposit in the library's financial institution</li><li>4. Maintains an up-to-date understanding of UAN procedures and practices</li><li>5. Supports Behavior Policy (library code of conduct)</li><li>6. Demonstrates knowledge of library policies and procedures</li><li>7. Works effectively with other library staff as well</li><li>8. Perform other duties as required</li></ol>
<b>Physical Demands</b>	Work requires physical effort in the repetitive handling of materials or boxes and tools or equipment of up to 30 pounds in non-strenuous work positions and/or continual standing or walking.

8/23/2017