



Wayne County Public Library

Wooster/Operations Center

Position Opening

Title: Fiscal Office Assistant (part-time)

Date Posted: July 28, 2021

Job Responsibilities/Duties: Under general supervision, the Fiscal Office Assistant processes cash receipts and bank deposits daily; coordinates the purchase of supplies across all library locations; records and tracks donations; maintains a data base of library volunteers; acts as a backup to the Deputy Fiscal Officer in the processing of payroll, invoices, and accounts payable; provides back up to the Administrative Assistant, as time allows.

Qualifications: High school diploma or equivalent. Bookkeeping/accounting experience. Proficiency with basic accounting software. An acceptable driving record and criminal background check.

Working Conditions: Part-time, 20 hours per week.

Skills and Abilities: Presents a positive, professional image; develops and maintains effective working relationships with supervisor, staff, and volunteers; communicates effectively in written and oral form; maintains confidentiality; demonstrates a high level of work accuracy.

Pay Range: Starts at \$11.50 per hour.

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 dropped off at any location; mailed to: Human Resources, Wayne County Public Library, 304 N. Market, Wooster, OH 44691; or emailed to jobs@wcpl.info.

Deadline: Position will remain open until 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