

POSITION DESCRIPTION  
**GRANVILLE PUBLIC LIBRARY**  
An Equal Opportunity Employer

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Job Title:	DEPUTY FISCAL OFFICER
Last Update:	5/27/2026
Department:	Administration
Immediate Supervisor:	Director/Fiscal Officer
Positions Supervised:	None
Employment Categories:	Part-time, non-exempt, Pay Range 4

**JOB RESPONSIBILITIES:**

Under supervision, the Deputy Fiscal Officer will support daily financial operations and assist the Director/Fiscal Officer in managing the library's accounting functions. This role handles accounts payable, deposits, payroll and all related transactions, financial recordkeeping, inventory updates, and other routine fiscal tasks. The Deputy Fiscal Officer also serves as backup to the Fiscal Officer to ensure continuity of operations. This position is 25 hours per week and has flexible work hours, including evenings and weekends if needed.

**QUALIFICATIONS:**

- High School diploma or equivalent
- Formal education in accounting- associate degree or bachelor's degree preferred
- Two years of experience in bookkeeping, preferably with a public entity
- Work experience in a library setting is highly desirable
- Work flexible hours, including evenings and weekends as needed

**PHYSICAL DEMANDS:**

Frequent standing, walking, climbing stairs, and lifting or pushing moderate to heavy items (6-40+ pounds).

*An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> <li>▪ Library policies and procedures*</li> <li>▪ Library equipment and technology</li> <li>▪ Practical accounting methods and financial regulations</li> <li>▪ Computer software, including advanced spreadsheet (Excel) skills</li> <li>▪ Financial transactions, bookkeeping, recordkeeping, and filing</li> <li>▪ Common office equipment including personal computers, photocopying machines, multi-line telephone system</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop and maintain effective working relationships with supervisor, staff, and the public</li> <li>▪ Interact and respond appropriately to patrons of all ages</li> <li>▪ Present a positive and professional image to the public</li> <li>▪ Define problems, collect data, establish facts, and draw valid conclusions</li> <li>▪ Maintain a positive work environment</li> <li>▪ Maintain confidentiality and use appropriate judgement handling information and records</li> <li>▪ Organize, prioritize, and coordinate multiple tasks</li> <li>▪ Do detailed work accurately and efficiently</li> <li>▪ Keyboard/terminal - extended time</li> <li>▪ Deal with difficult situations effectively</li> <li>▪ Work flexible hours including evenings and weekends</li> <li>▪ Work independently</li> <li>▪ Communicate effectively in written and oral form</li> <li>▪ Operate computer software and office equipment</li> <li>▪ Learn accounting software (UAN)</li> <li>▪ Perform clerical duties</li> <li>▪ Maintain Accounting Controls</li> <li>▪ Eligible for fidelity bond requirements at ordinary rates</li> </ul>

\* May be acquired within a reasonable time after hire

% of Time	<p>ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position. Incumbents may perform any or all of the listed tasks. The percentage of time allocated to each group of duties is approximate.)</p>
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## **DUTIES AND RESPONSIBILITIES**

### **80% FINANCIALS**

- Processes payroll to ensure timely payment and compliance with all relevant regulations. Responsible for documenting all transactions related to wages including taxes and benefits deductions. Ensure timely reporting and print submission
- Performs all required bookkeeping and payroll duties
- Posts, pays, reconciles, and verifies monthly billings, purchase orders, receipts, expenditures, and invoices
- Prepares deposits and bank reconciliation, maintains petty cash and reconciles expenses and replenishment
- Prepares and posts payroll tax filings and health insurance billings
- Prepares quarterly and year-end tax reports for Director/Fiscal Officer to review and approve
- Maintains Purchase Order logs; processes and prints purchase orders
- Verifies P.O.s; packing slips and invoices and mails payment with invoice
- Maintains confidentiality of all business and personnel information as required
- Handles miscellaneous billing inquiries, telephone ordering supplies, and problem solving
- Runs errands as required, e.g. bank deposits

### **20% MISCELLANEOUS**

- Maintains library's records retention policy and ensure records are disposed of according to law
- Stays up-to-date with new developments, best practices, participates in continuing education events, and attends appropriate conferences/trainings
- Determines department needs and recommends changes
- Maintains statistics and prepares accurate, timely reports
- Attends meetings and serves on committees as requested
- Performs additional duties and assignments as needed

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Employee signature

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Date

*This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Granville Public Library.*