



## Fiscal Assistant (40 hours/week)

Centerville, Ohio

The Washington-Centerville Public Library, a busy mid-sized suburban library serving a population of approximately 56,000 citizens in the communities of Centerville and Washington Township, is seeking a full-time Fiscal Assistant. This position is in the Fiscal Office and supports the payroll and accounts payable functions of the Library.

### Essential Duties & Responsibilities

- Review and input payroll data in automated system; ensure compliance with all applicable state and federal wage and hour laws.
- Maintain current knowledge of applicable state and federal wage and hour laws.
- Handle all payroll disbursement responsibilities.
- Prepares weekly, monthly, quarterly, and year-end payroll tax reports as requested.
- File payroll taxes.
- Handle accounts payable functions to include processing weekly and monthly invoices.
- Prepare and process purchase orders.
- Other responsibilities as assigned.

### Required Skills & Knowledge

- Associate degree required with emphasis in business, accounting or finance preferred.
- Minimum two years' experience with payroll processing including local, state, and federal tax filings and with automated payroll and accounting systems strongly preferred.
- Ability to handle and maintain confidential information and use appropriate judgement in various situations.
- Proficient with MS Office software, particularly spreadsheet applications and word processing.
- Strong analytical and problem-solving skills with attention to detail.
- Excellent written and verbal communication and interpersonal skills.
- Self-motivated, organized, efficient, and productive with excellent time management skills.

### Compensation & Benefits

- Starting wage is \$17.82 to \$22.68 per hour
- Excellent benefits package including participation in the Ohio Public Employees Retirement System ([OPERS](#))

### Schedule of Hours

- Monday – Friday, 8:00 am to 4:00 pm

### To Apply

To be considered for this position, please submit cover letter, resume *and* WCPL application to: Human Resources – **FISCAL424WP**, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, Ohio, 45458 or email to [humanresources@wclibrary.info](mailto:humanresources@wclibrary.info)

- WCPL Application can be found at [www.wclibrary.info](http://www.wclibrary.info) under Employment

**An offer of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check as well as credit reporting check.**