

Fiscal Officer/Business Manager

Organization: Wright Memorial Public Library

Hours: Full time

Salary: \$50,000 to \$65,000

Duties:

Serve as the financial officer for the Wright Memorial Public Library in accordance with Federal, State and local laws and regulations, the directives of the Auditor of the State of Ohio, and the policies and decisions of the Library Board of Trustees. Assist the director and management team with planning, monitoring and evaluating the library's goals, needs, services and programs. Ensure that all financial operations comply with statutes; develop and implement system-wide long and short-term financial plans; prepare and administer annual budget; serve as the secretary for the Board of Trustees; prepare financial reports for the Board of Trustees and the State Auditor; manage the Library's investment program and bank balances to meet the organization's needs; direct system-wide financial policies and procedures; oversee the auditing of all accounts; perform insurance management; and direct the work of the Business Office staff. Report to Library Board of Trustees.

Requirements:

Candidate must possess a Bachelor's degree from an accredited university in business, finance, accounting, or a related field; three years' experience; and knowledge of budget development, cash basis fund accounting, and data analysis. Must meet bonding requirements. Public sector or public library finance experience preferred.

Application Process:

For consideration, please send your resume, cover letter, salary history, and completed [application](#) to:

Kristi Hale, Director
Wright Memorial Public Library
1776 Far Hills Avenue
Oakwood, OH 45419
937-294-8572
937-294-8578 fax
hale@wrightlibrary.org
<https://wrightlibrary.org>

Deadline:

Application materials due August 12, 2018. Initial interviews September 4-8, 2018. Final interviews September 10-15, 2018.

