



## FISCAL OFFICER

The Board of Trustees of Bexley Public Library is seeking an experienced public service Fiscal Officer who can continue to underpin the success of a vibrant public library. The successful applicant must have advanced knowledge of government accounting principles, practices and procedures and knowledge of the statutory requirements authorized by the ORC Section 3375. The successful candidate must embrace the Bexley Library's mission to provide the highest standard of public service to all patrons who utilize the library.

The Bexley Library is comprised of 35 employees who accomplish great programming and service to the broader Bexley community through their ability to be innovative, nimble and collaborative. This collaboration extends to the City of Bexley, the Bexley City Schools, Capital University, and more as its partnerships extend to local businesses, the Jewish Community Center and other key community stakeholders and organizations.

### **FAST FACTS:**

- Population of Bexley: 13,336
- 11,704 registered library borrowers
- Median household income: \$87,553
- 38% of households have children under the age of 18
- In 2013, Bexley passed a 2.8 mil continuing levy with support from 74% of the voters
- Bexley Public Library is a member of the Central Library Consortium
- The Bexley Public Library enjoys the support of a thriving Bexley Library Friends Group

### **BEXLEY, OHIO**

The City of Bexley was founded in 1908 and is currently home to approximately 13,000 residents. Bexley's excellent schools, rich cultural heritage, and deep sense of community pride and are among its many strengths. In addition to the Bexley City Schools, the Columbus School for Girls, St. Charles Preparatory School, Capital University, and Trinity Lutheran Seminary are located within Bexley's borders. A city with thriving religious institutions, Bexley is also home to several churches and synagogues. These and other institutions within Bexley, as well as surrounding neighborhoods such as Eastmoor and Berwick, are important influences on the life of the community and on the services, programs, and resources provided by Bexley Public Library. Blending the old and the new and surrounded by the City of Columbus, Bexley is a balance of the traditional and the modern, the urban and suburban. In a community that highly values education and lifelong learning, Bexley Public Library is a cherished and well-respected institution.

### **FISCAL OFFICER'S DUTIES & RESPONSIBILITIES INCLUDE:**

The Fiscal Officer serves as the treasurer for and reports to the Library Board of Trustees pursuant to Ohio Revised Code. This position oversees the day-to-day financial operations of the library providing a high level of customer service. This position ensures that all financial operations comply with statutes of the State of Ohio, state auditing requirements, federal and local laws, sound financial practices, and the policies and decisions of the Board of Trustees. The Fiscal Officer works in partnership with the Library Director for the purposes of daily operations and serves as a member of the administrative team.

**APPLICATION:**

To review the full job description and compensation range, go to <https://www.bexleylibrary.org/jobs>.

Applications are completed online at this website which will ask for three references and attachment of a cover letter and resume. Application deadline: Open until filled.

**BENEFITS & SALARY:**

- Medical, Dental, Vision & Life Insurance
- Participation in Ohio Public Employees Retirement System (OPERS)
- Participation in Ohio Deferred Compensation plan
- Salary is commensurate with experience, education, and desired hours per week (30-40).

*The Bexley Public Library is committed to establishing a culturally and intellectually diverse environment. We are responsive to dual-career families and strongly promote work-life balance, and we are an equal opportunity employer. We welcome qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*