

Washington-Centerville Public Library
Centerville, Ohio
Fiscal Officer (FO) Vacancy Notice
By Finding Leaders

The Washington-Centerville Public Library, with two locations in Centerville, Ohio is seeking applicants for the position of Fiscal Officer (FO) through the search firm Finding Leaders. This position reports directly to the Board of Trustees and is responsible for all financial matters for the library system including but not limited to the following:

- Work collaboratively with and advise the Board of Trustees
- Foresee problems and issues and take corrective action
- Advise the Director and Board of Trustees on financial matters
- Provide, in an understandable manner, complex financial information to the various communities
- Forecast and analysis of various funding options
- Represents the library system in all financial matters with other agencies
- Promotion of the Washington-Centerville Public Library System
- Financial management of the day-to-day fiscal operations
- Participates in shared leadership with the Director and other administrators

The successful candidate will be a proven leader with a thorough understanding of the State of Ohio standards and system of accountability. This leader will have opportunities to participate in collaborative decision making focusing on improving the library system.

The Washington-Centerville Public Library offers a competitive salary and fringe benefit package. Candidates must be available to begin employment on or before November 1, 2021. The application deadline is September 24, 2021

Preferred Qualifications:

- At least a bachelor's degree with specific emphasis in accounting, finance, or a business-related discipline
- Experience in public finance
- Supervisory and management experience
- Experience in accounting, budget preparations, technical report writing, computer expertise and complex problem solving and decision-making skills
- Ability to interact with public, vendors, and staff in a consistent, friendly, and professional manner
- Strong team leadership skills and demonstrated ability to work cooperatively as a member of an administrative team
- Person of integrity with high standards of honesty and ethics,
- Excellent verbal and written communication skills
- Strong interpersonal skills to relate effectively with the Board of-Trustees, Director, staff, agencies, and the community

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Of the 251 public libraries in Ohio, Washington-Centerville Public Library ranks high in the following categories:

- 22nd in circulation
- 24th in borrows
- 34th in state funding
- 28th in staff FTE
- 15th in materials expenditures
- 20th in operating budget

Interested candidates should apply on-line at www.findingleaders.com. For additional information contact Finding Leaders:

Ryan Pendleton r_pendy@yahoo.com or 216-225-8548 or

Paul Pendleton pendlent@aol.com or 216-225-2787