



Wright Memorial
Public Library

Fiscal Officer/Business Manager

Wright Memorial Public Library is a destination for lifelong learning, where community members of all ages come for information, education, and personal growth. The library just completed a multi-year renovation project and is one of the most used public libraries in the nation. The library is located in the heart of Oakwood, Ohio, a beautiful bedroom community located just outside of Dayton, and a few miles from the University of Dayton. The town is known for its rich history, beautiful parks, quiet tree-lined streets, and safe urban atmosphere. The community places a very high priority on education, and Oakwood City Schools continue to rank as one of Ohio's very best school districts.

Wright Memorial Public Library is seeking applicants for the full-time position of Fiscal Officer/Business Manager (FO). The library has an annual operating budget of \$2.5 million. The FO is responsible for all fiscal operations, including governmental fund accounting, grants management, budgeting, short and long-term financial planning, investing, insurance, financial reporting and compliance with all federal, state, and local laws. The FO reports to the Board of Trustees and serves as the Board's recording secretary. The FO needs to have a good understanding of the Ohio Open Meetings Act and Ohio Public Records Act.

The FO is a member of the management team and works alongside the Director and Coordinators with planning, monitoring, and evaluating Library goals, needs, services, and programs. The FO also handles general business office functions and supervises the accounting and business office work of the Administrative Services Coordinator. The FO is responsible for planning, developing, implementing, and evaluating the financial policies and procedures, and internal controls. The FO works directly with the Auditor of State on compliance and biennial audits.

Minimum qualifications: Bachelor's degree from an accredited college or university in business, finance, accounting or related field; three (3) years of finance and accounting management, budget development, cash basis fund accounting, data analysis, and direct supervisory experience. The candidate must meet bonding requirements. Government or public library experience is highly preferred. Salary range is \$60,000 to \$80,000 DOQ with generous benefit package including paid vacation, sick and holiday time, participation in Ohio Public Employees Retirement System, optional medical, dental, vision, life and other insurance coverages, and Ohio Deferred Compensation.

Interested applicants should submit a resume, cover letter, salary history, and completed job application to Kristi Hale, Director via e-mail at hale@wrightlibrary.org with Fiscal Officer/Business Manager in the subject line, or to Director – Fiscal Officer/Business Manager Opening, Wright Memorial Public Library, 1776 Far Hills Avenue, Oakwood, OH 45419. Application materials will be accepted through Thursday, December 8, 2022 or until position is filled.