



JOB OPENING

FISCAL OFFICER

The Board of Trustees of the Barberton Public Library is seeking qualified candidates for the position of Fiscal Officer. The position is full-time, 40 hours per week.

Responsibilities include, but are not limited to, preparing and administering the Library's \$3.9 million annual budget in compliance with state statutes, state auditing requirements, federal and local laws, and the policies of the Board of Trustees; coordinating the finance and purchasing activities of the Library; establishing and implementing the accounting, payroll, and fixed assets inventory systems; and coordinating employee benefits and building insurance.

Qualifications include, but are not limited to, previous accounting and budgeting experience, with 2-3 years governmental or public fund accounting experience preferred; bachelor's degree in business, finance, accounting, or related field preferred; CPA certification or certification by the GFOA is preferred; and experience with UAN preferred. Eligibility for bonding and successful completion of a background check is required.

Majority of work performed in a general office environment with some evening and weekend hours required, including attendance at Board of Trustee meetings and periodic participation and attendance at library-sponsored events and/or meetings.

We offer a comprehensive benefits package, including paid vacation and sick leave, paid holidays, voluntary benefits (health and dental), and retirement through the Ohio Public Employees Retirement System (OPERS).

Visit www.barbertonlibrary.org for additional information about the Library. Salary is commensurate with experience.

For consideration, submit a resume and cover letter including salary history by March 4, 2024 to:

Fiscal Officer Search Committee
Barberton Public Library
602 West Park Avenue
Barberton, OH 44203

or via email
employment@barbertonlibrary.org