



Wright Memorial  
*Public Library*

**Organization:** Wright Memorial Public Library  
**Job Title:** Fiscal Officer/Business Manager  
**Deadline:** July 28, 2023 or until filled

**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 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. The library completed a major renovation project in 2022 and is one of the most used public libraries in the nation. Wright Library has an annual operating budget of \$2.5 million.

**Essential Job Duties:** 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 Department 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:**

- Three (3) years of finance and accounting management, budget development, cash basis fund accounting, data analysis, and direct supervisory experience.
- Must meet bonding requirements.
- Bachelor's degree from an accredited college or university in business, finance, accounting or related field, and government or public library experience are highly preferred.

**Compensation and Benefits:** Salary range is \$65,000 to \$95,000 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. Flexible work arrangements may be possible for the right candidate.

**Application Process:** Please submit a cover letter, resume, salary expectations, and completed job application (available at [wrightlibrary.org/jobs](http://wrightlibrary.org/jobs)) to Kristi Hale, Director, via e-mail at [hale@wrightlibrary.org](mailto:hale@wrightlibrary.org) with "Fiscal Officer/Business Manager" in the subject line, or by mail to "Director – Fiscal Officer/Business Manager Opening", Wright Memorial Public Library, 1776 Far Hills Avenue, Oakwood, OH 45419. Application materials will be accepted through Friday, July 28, 2023, or until position is filled. Wright Library is an Equal Opportunity Employer.