



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, 37.5 hours per week.

Responsibilities include, but are not limited to, preparing and administering the Library's \$2.5 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.

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 January 29, 2021 to:

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

or via email

director@barbertonlibrary.org