



Job Advertisement

Defiance Public Library System

Main Library:

Defiance Public Library
320 Fort St.
Defiance, OH 43512
ph. 419-782-1456
fax. 419-782-6235

Branches:

Johnson Memorial Branch
116 W High St.
Hicksville, OH 43526
ph. 419-542-6200
fax. 419-542-1015

Sherwood Branch Library
117 N Harrison
Sherwood, OH 43556
ph. 419-899-4343
fax. 419-899-3479

www.defiancelibrary.org

Fiscal Officer

Defiance Public Library System

- Full or part-time at the Defiance Public Library location, with the potential for a hybrid/work-from-home schedule
- The starting pay rate is commensurate with the candidate's qualifications and experience.

Defiance Public Library System is searching for a full- or part-time fiscal officer to oversee the library system's financial accounting.

QUALIFICATIONS:

Ideal applicants should have a degree in accounting or a related field. Must have proficiency in using automated financial data processing systems, mathematical and analytical aptitude, attention to detail, and effective communication skills. Previous experience in public finance administration is preferred. The ability to maintain confidentiality is required. The ability to work independently and collaboratively to meet deadlines successfully is essential.

DUTIES:

The fiscal officer manages financial operations and ensures compliance with applicable federal, state, and local laws and regulations, the directives of the Auditor of the State of Ohio, and the policies of the library. The fiscal officer maintains the financial records, manages the receipt and expenditure of library funds, prepares financial reports, and maintains accurate accounting of funds. The fiscal officer is appointed by and reports to the Board of Trustees.

To apply, interested candidates should email a **cover letter, resume, and a completed library application which can be found on the library website**, to jobapp@defiancelibrary.org. The position will remain open until filled.

Applications can be found at <https://www.defiancelibrary.org/about-us/careers/>.

The Defiance Public Library System is an equal-opportunity employer.