



# Wright Memorial

## *Public Library*



**Position: Fiscal Officer/Business Manager**

Organization: Wright Memorial Public Library (Oakwood, OH)

Hours: Full Time

Salary: \$50,000 to \$65,000 with generous benefit package

**Summary:**

Wright Library is a destination for lifelong learning, where community members of all ages come for information, education, and personal growth. Ranked as a 4-Star Library in Library Journal's 2018 America's Star Libraries report, it is one of the most used public libraries in the nation. The library is located right in the heart of **Oakwood, OH**, a beautiful bedroom community located just outside of Dayton, a few miles from the University of Dayton campus. 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.

**Job Responsibilities (see [Job Description](#)):**

- Serve as the financial officer for the Wright Memorial Public Library in accordance with Federal, State and local laws and regulations, the directives of the Auditor of the State of Ohio, and the policies and decisions of the Library Board of Trustees
- Assist the director and management team with planning, monitoring and evaluating the library's goals, needs, services and programs
- Ensure that all financial operations comply with statutes
- Develop and implement system-wide long and short-term financial plans
- Prepare and administer annual budget
- Serve as the secretary for the Board of Trustees

- Prepare financial reports for the Board of Trustees and the State Auditor
- Manage the Library's investment program and bank balances to meet the organization's needs
- Direct system-wide financial policies and procedures
- Oversee the auditing of all accounts
- Perform insurance management
- Direct the work of the Business Office
- Report to Library Board of Trustees

**Requirements:**

Candidate must possess a Bachelor's degree from an accredited university in business, finance, accounting, or a related field; three years' experience; and knowledge of budget development, cash basis fund accounting, and data analysis. Must meet bonding requirements. Public sector or public library finance experience preferred.

**Salary and Benefits:**

\$50,000 - \$65,000 DOQ. Benefits include paid vacation, sick time, and holidays. Medical, dental, vision, and other benefits are offered. Employees participate in the Ohio Public Employees Retirement system, with Wright Library paying the employer's share of all required contributions.

**Application Process:**

For consideration, please send your resume, cover letter, salary history, and completed job [application](#) to:

Kristi Hale, Director  
Wright Memorial Public Library  
1776 Far Hills Avenue  
Oakwood, OH 45419  
937-250-6824  
937-294-8578 fax  
hale@wrightlibrary.org  
<https://wrightlibrary.org>

**Deadline:** Application materials will be accepted through June 28 or until filled.