November 14, 2022

**Fiscal Officer – Part-time**

The Kirtland Public Library in Kirtland, Ohio is seeking an experienced, detail oriented and dependable individual to join our team as Fiscal Officer.

This is a part-time position; 10-15 hours per week. At least 6 hours must be worked at the Library.

**Duties:** Work with the Library Director to administer the daily financial activities of library operations including payroll, and follow legal and procedural regulations as defined under the Ohio Revised Code for receiving, investing and appropriating library funds.

**Requirements:** Must be familiar with the Uniform Accounting Network. Previous work experience with a public library is a plus. Must qualify to be bonded. Valid driver’s license required.

To apply, please send your resume, cover letter and contact information for three references to: jcarle@kirtland.lib.oh.us or Jane Carle, Library Director, Kirtland Public Library, 9267 Chillicothe Rd., Kirtland, Ohio. 44094.

A complete job description can be found at: [https://www.kirtland.lib.oh.us/content/employment-opportunities](https://www.kirtland.lib.oh.us/content/employment-opportunities)