



# JOB OPENING

## FISCAL OFFICER

The Board of Trustees of Birchard Public Library of Sandusky County is seeking qualified applicants 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 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.

Bachelor's degree in accounting, business finance, or a related field required. Knowledge of local government accounting and fiscal management preferred. Management and supervisory experience preferred. Minimum of three years of experience utilizing applicable skills, and eligibility for bonding and successful completion of a background check are required. Experience with CMI accounting software preferred.

See job description at [www.birchard.org](http://www.birchard.org) for details. This institution is an equal opportunity employer.

Starting wage: \$38.03 per hour, commensurate with experience. We offer a comprehensive benefits package, including paid vacation and sick leave, paid holidays, voluntary benefits (health and dental), and retirement through the Ohio Public Employees Retirement System (OPERS).

For consideration, submit a library application form, cover letter, and resume including references to:

Beth Leibengood  
Birchard Public Library  
423 Croghan Street  
Fremont, OH 43420

or via e-mail: [beth.leibengood@birchard.lib.oh.us](mailto:beth.leibengood@birchard.lib.oh.us)

Applications received by April 6, 2024, will receive first consideration.  
Applications accepted until position is filled.