BUSINESS MANAGER/FISCAL OFFICER

Shaker Heights Public Library is seeking a Business Manager/Fiscal Officer to oversee financial operations of a busy suburban library system serving a diverse community. The Business Manager/Fiscal Officer is responsible for all library funds and ensuring all financial operations comply with State of Ohio statutes, auditing requirements, sound financial practices and the policies and decisions of the Board of Trustees. Responsibilities include: preparing and administering the annual budget; preparing financial statements; participating in long-range planning; developing and maintaining a system of internal accounting controls; and directing the Business office, purchasing and payroll functions. Supervises a staff of one. Salary: $65,000 min. depending upon qualifications and experience.

Qualifications: Bachelor’s degree in business, accounting, management or a related field with a minimum of four (4) years business experience with progressive levels of responsibility, or an equivalent combination of education, training, and experience required. Master’s degree, CPA, and public sector or library experience preferred. Excellent internal customer service, written and verbal communication skills and demonstrated leadership and project management skills required. Experience with CMI accounting software and Paycor a plus. Must meet bonding requirements.

Please send resume and completed application (available at the Circulation Desk and www.shakerlibrary.org) to:

Shaker Heights Public Library

16500 Van Aken Boulevard

Shaker Heights, Ohio 44120

Attn: Human Resources

Email: HR@shakerlibrary.org

Fax: 216-991-5951

Resumes received by December 31, 2014 will receive first consideration.

Equal Opportunity Employer