



### **Fiscal Officer, Full-Time**

Are you enthusiastic about managing the financial functions at a Library? Do you want to be part of an all-star team that offers a valuable resource for the community? We have an opening for a full-time Fiscal Officer at the Cuyahoga Falls Library.

The Cuyahoga Falls Library's mission is to connect people with the world of ideas, information, and imagination by providing access and professional guidance to resources that inform, entertain and enrich.

Our ideal candidate will possess the following...

- A Bachelor's degree in accounting or a related field with a minimum of two to four years of accounting experience, preferably government accounting.
- Must qualify to be bonded.
- Ability to develop and maintain effective collegial and collaborative working relationships with the Board of Trustees, Director, staff, and public.
- Exhibit a positive attitude to staff and the public at all times.
- Demonstrate commitment to the mission and vision of the Cuyahoga Falls Library.
- Ability to have a results mindset and ability to plan, organize, and prioritize time/workload to accomplish tasks and deadlines.
- Strong analytical skills demonstrating the ability to analyze, research, organize and interpret data; excellent attention to detail and accuracy.

#### **Position Type and Expected Hours of Work**

This is a full-time position, 37.5 hours a week.

If you are interested in this exciting opportunity, email: [ewuest@fallslibrary.org](mailto:ewuest@fallslibrary.org) or mail to Cuyahoga Falls Library, 2015 Third Street, Cuyahoga Falls, OH 44221 with a cover letter and application.