

Champaign County Library

1060 Scioto Street
Urbana, Ohio 43078
937-653-3811
937-653-5679 (fax)



www.champaigncountylibrary.org

North Lewisburg Branch

161 Winder Street
North Lewisburg, Ohio 43060
937-747-3043
937-747-3043 (fax)

Job Posting Fiscal Officer

The Champaign County Library is seeking an individual to fill the position of Fiscal Officer due to impending retirement.

Position Summary: Serves as the Fiscal Officer of the Champaign County 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 Champaign County Library Board of Trustees. Works closely with the Director to control funds using an encumbrance-based accounting system based on budgeted appropriations and purchase order and voucher controls. Complete job description on website.

Responsible to: Champaign County Library Board of Trustees

Schedule: Full-time, 40 hours/week; part-time consideration depending on candidate qualifications and skills.

Rate of Pay: Pay commensurate with experience.

Application Deadline: August 15, 2025

Application Procedure: A cover letter, resume, and application may be sent to:

Ty Henderson, Director
Champaign County Library
1060 Scioto Street
Urbana, OH 43078
thenderson@champaigncountylibrary.org