**\*\*\*JOB POST\*\*\***

**Willoughby-Eastlake Public Library**

**Position: Financial Assistant**

**Application Closing Date:** **8/12/2025**

**Description**

The Willoughby-Eastlake Public Library is seeking a detailed-oriented individual to assist the Fiscal & Compliance Officer with duties relating to the financial functions of the Library.

For full job description:  [we247.org/about/employment-opportunities/](http://we247.org/about/employment-opportunities/)

**Job Type:**

**Full-Time:** 40 hours per week

**Salary Range:** $16.25-19.25 per hour depending on qualifications and experience. Full benefits including Ohio Public Employees Retirement System pension plan.

**Requirements**

* High-School diploma required, associate’s degree in business or accounting preferred
* Previous accounting or bookkeeping experience a plus
* Must qualify to be bonded.
* Must have experience with personal computers, Word, Excel and 10-key calculator.

Please complete the online application process located in the employment section at we247.org/about/employment-opportunities/.  Upload a cover letter, resume and 3 professional references when prompted.

*No phone calls please.*

*Willoughby-Eastlake Public Library is an Equal Opportunity Employer.*

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