

JOB POSTING

October 24, 2025

Job Title	Fiscal Officer
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BRIEF JOB DESCRIPTION

Westlake Porter Public Library is seeking an experienced and detail-oriented Fiscal Officer to oversee the library's financial operations. Reporting to the Board of Directors, the Fiscal Officer is responsible for management of the library's finances in accordance with statutory requirements as authorized by the Ohio Revised Code and the policies of the Auditor of State, federal and local laws, sound financial practices, and library policies.

The complete job description can be found at:
westlakelibrary.org/wppljobs

QUALIFICATIONS

Bachelor's degree in accounting, business, finance, or a related field. Master's degree or CPA accreditation preferred. Minimum five years' experience in accounting and budgeting at the supervisory level required with governmental or public library fund accounting experience preferred. Experience in Human Resources preferred.

HOURS

Full-Time (40 hours). Normal business hours. Evening and weekend hours required as needed.

JOB CLASSIFICATION & SALARY RANGE

Exempt, Grade 420; salary determined by Board of Trustees
Minimum starting salary of \$80,000.

DEADLINE

Open until filled. Priority given to applications received by Friday, November 7, 2025.

EQUAL OPPORTUNITY EMPLOYER

Questions regarding any open position should be directed to the Library Director at (440) 250-5450. For your convenience, applications are available at the Reception Desk or on our website: westlakelibrary.org/wppljobs.