

MADISON PUBLIC LIBRARY

Fiscal Officer

Madison, Ohio

Position Type	25-40 HOURS EXEMPT
Reports To	Board of Trustees
Salary Range	\$28-\$40 per hour (commensurate with qualifications and experience)
Benefits	Comprehensive benefits package including OPERS, health insurance, paid leave, holidays, and professional development opportunities.

Join Our Leadership Team

Madison Public Library is seeking a highly motivated, detail-oriented, and collaborative Fiscal Officer to serve as the Library's chief financial officer. This position plays a critical role in maintaining the financial health and long-term sustainability of the Library while ensuring compliance with Ohio law, Auditor of State requirements, and sound governmental accounting practices. The Fiscal Officer works closely with the Library Director and Board of Trustees to support the Library's mission and strategic goals. This leadership position offers a unique opportunity to participate in all aspects of Library administration, including financial management, facilities oversight, capital improvement planning, public procurement, contract administration, special revenue-generating services, and strategic operational planning.

About Madison Public Library

Madison Public Library is a community resource offering lifelong enrichment opportunities through access to ideas, information, interaction, and creative participation. We are dedicated to providing exceptional service, innovative programming, and welcoming spaces that enrich the lives of our residents.

Position Summary

The Fiscal Officer serves as the chief financial officer of the Library and is appointed by and accountable to the Board of Trustees in accordance with Ohio law. The Fiscal Officer oversees all financial operations of the Library, including budgeting, accounting, payroll, investments, purchasing, financial reporting, compliance, auditing, records management, insurance administration, facilities oversight, contract administration, and strategic financial planning.

Essential Responsibilities

Financial Management

- Maintain all financial records and accounting functions in accordance with Ohio law and Auditor of State requirements.
- Prepare and present monthly and annual financial reports to the Board of Trustees.
- Develop budgets, appropriations, financial forecasts, and long-range financial plans.
- Manage payroll, benefits administration, retirement reporting, and required tax filings.
- Monitor investments, banking relationships, cash flow, and internal financial controls.
- Coordinate annual audits and ensure compliance with federal, state, and local regulations.

Purchasing, Procurement, and Contract Administration

- Oversee purchasing activities, contract administration, and procurement processes.
- Develop and administer RFQs, RFPs, bid specifications, bid advertisements, bid tabulations, and related procurement documents.
- Coordinate public bidding processes and maintain required procurement documentation.
- Administer construction, maintenance, technology, equipment, and professional services contracts.
- Review contractor performance, insurance certificates, warranties, payment applications, and project documentation.
- Coordinate and monitor compliance with Ohio Prevailing Wage requirements when applicable.
- Serve as liaison to contractors, vendors, architects, engineers, consultants, and regulatory agencies.

Facilities and Capital Asset Management

- Coordinate facility maintenance, repairs, and preventive maintenance programs.
- Assist with capital improvement planning and implementation.
- Coordinate vendor and contractor services related to facility operations.
- Maintain fixed asset inventories and records associated with facility improvements.
- Support long-range planning for library facilities and infrastructure.

Administrative Services and Special Programs

- Maintain insurance programs and oversee risk management activities.
- Serve as Records Retention Officer and ensure compliance with public records requirements.
- Attend Board meetings and provide professional guidance on fiscal and operational matters.
- Obtain and maintain an Ohio Notary Public commission if required by the Library.

- Obtain and maintain certification as a U.S. Passport Acceptance Agent if required by the Library.
- Serve as Passport Acceptance Program Lead, including oversight of compliance, reporting, audits, equipment, staff training, and operational administration.
- Support strategic planning and organizational decision-making through financial analysis and forecasting.

Minimum Qualifications

- Bachelor's Degree in Accounting, Finance, Business Administration, Public Administration, or a closely related field.
- Strong knowledge of accounting principles, budgeting, and financial reporting.
- Excellent organizational, analytical, and problem-solving skills.
- Proficiency with financial software and Microsoft Office applications, particularly Excel.
- Ability to maintain confidentiality and exercise sound professional judgment.
- Eligibility for bonding.

Preferred Qualifications

- Experience with governmental accounting or fund accounting.
- Experience working for a public library, school district, municipality, township, county, or other public entity.
- Knowledge of Ohio public finance requirements and Ohio Revised Code provisions affecting libraries.
- Experience with audits, payroll administration, financial compliance reporting, purchasing, contract administration, or public procurement.
- Knowledge of Ohio prevailing wage requirements and public bidding procedures.
- Experience with facility maintenance coordination, capital improvement projects, or project administration.
- Ability to obtain and maintain Ohio Notary Public and U.S. Passport Acceptance Agent certifications.

Desired Characteristics

- Demonstrates integrity, professionalism, and accountability.
- Communicates effectively with trustees, staff, auditors, vendors, contractors, and government agencies.
- Is highly organized and detail-oriented.
- Works successfully both independently and collaboratively.
- Embraces continuous improvement and strategic thinking.
- Values public service and responsible stewardship of taxpayer resources.
- Possesses strong project management and organizational skills.

How to Apply

Interested candidates should submit:

- Cover Letter
- Resume
- Three Professional References

Madison Public Library
Attn: Board of Trustees
6111 Middle Ridge Road
Madison, Ohio 44057

Email: dee.culbertson@madison-library.info

Application Deadline: August 5th or until position is filled

Equal Opportunity Employer

Madison Public Library is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military status, ancestry, genetic information, or any other status protected by law.