



**WE ARE HIRING, SO COME JOIN OUR TEAM!**

**POSITION: FISCAL OFFICER**  
**PART-TIME: (25+ HOURS PER WEEK)**  
**IN-PERSON WITH REMOTE OPTION**  
**STARTING SALARY RATE: \$35,000.00**



**APPLICATION DEADLINE: POSITION WILL BE ADVERTISED UNTIL FILLED.**  
**FORWARD RESUME AND 3 REFERENCES TO [CHERYLS@KINSMANLIBRARY.ORG](mailto:CHERYLS@KINSMANLIBRARY.ORG).**

#### **SCOPE OF WORK**

- The Fiscal Officer serves as the financial officer for the Kinsman Free Public Library Board of Trustees, 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 Kinsman Free Public Library Board of Trustees.

#### **REQUIREMENTS**

- A Bachelor's or Associate's degree in accounting or a related field from an accredited university preferred.
- A minimum of two years' work experience in public accounting or business preferred; some management and supervisory experience preferred.
- Experience with UAN accounting software preferred.
- Any equivalent combination of experience, which provides the required knowledge, skills, and abilities will be considered.
- Knowledge of governmental bookkeeping, accounting, and computer operations.
- High ethical standards, self-disciplined, trustworthy, organizational skills, and commitment.
- Ability to obtain a Public Official Bond.

**For a full list of responsibilities and desired skills and abilities visit our website.**  
**[www.kinsmanlibrary.org](http://www.kinsmanlibrary.org).**

**WE LOOK FORWARD TO HEARING FROM YOU!**

Learn more at [www.kinsmanlibrary.org](http://www.kinsmanlibrary.org) or call **330-876-2461**