

JOB POSTING

January 23, 2026

Job Title

Finance Specialist, Deputy Fiscal Officer

BRIEF JOB DESCRIPTION

Due to retirement, the Westlake Porter Public Library is seeking a knowledgeable and detail-oriented Finance Specialist to support the library's financial operations. Reporting to the Fiscal Officer, this position manages payroll, accounts payable and receivable, and financial reporting in accordance with the Ohio Revised Code, Auditor of State requirements, and library policies. The Finance Specialist ensures accurate, ethical stewardship of public funds and serves as backup to the Fiscal Officer. Upon retirement of the current Deputy Fiscal Officer, this position will become the Deputy Fiscal Officer.

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

QUALIFICATIONS

Bachelor's degree required, including accounting or bookkeeping coursework. Minimum five years' experience required in payroll processing, accounts payable and receivable, and general accounting functions, with knowledge of government or public library fund account experience preferred. Experience with SSI VIP finance software is preferred.

HOURS

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

JOB CLASSIFICATION & SALARY RANGE

Pay rate: \$21.58 - \$30.42 per hour; grade 320; non-exempt; benefits include health insurance, paid vacation, sick leave and retirement through the Ohio Public Employees Retirement System (OPERS).

DEADLINE

Open until filled. Priority given to applications received by Friday, February 6, 2026.

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.