

North Baltimore Public Library

Position Open: Fiscal Officer

The North Baltimore Public Library Board of Trustees is seeking qualified applicants for the position of Fiscal Officer. This part-time role (10 hours per week) is crucial in managing the library's physical operations and ensuring financial compliance with applicable laws and regulations.

Key Responsibilities:

- Serve as the Chief Financial Officer, overseeing the annual budget and appropriations.
- Ensure sound financial practices in accordance with the policies set by the Board of Trustees.
- Process payroll and manage employee benefits.
- Collaborate closely with the Library Director and staff.
- Exercise independent judgment in problem-solving within the assigned work area.
- Prepare and present monthly reports and conduct periodic audits of records.

The Fiscal Officer will report directly to the Board of Trustees, with a salary based on education and experience.

Interested? For more information, please visit the job description on the library's website (nbpubliclibrary.org). Applications must be submitted by July 10. Please send your resume and application to holly@nbpubliclibrary.org. Applications are available on our website or at our front desk.