

**FISCAL OFFICER – FULL TIME
MEDINA LIBRARY**

Medina County District Library seeks a Fiscal Officer to oversee financial operations of our award-winning public library with an annual operating budget of \$10.6 million. Located in Northeast Ohio in a setting of forested hills and farmland, MCDL's six facilities and bookmobile serve a population of 180,000. Medina County's rural beauty and proximity to Cleveland and Akron make it one of Ohio's fastest growing counties.

At Medina County District Library, we are working together in an environment of respect, kindness, and integrity to enrich the quality of life county-wide. Through innovation, collaboration, and inclusion, we create community connections. We inspire greatness in each other and the communities we serve.

We find joy in our work and our colleagues. The library is strengthened by our unique personalities, ideas, and experiences. We recognize the importance of encouraging a healthy work/life balance. We inspire the public and each other to be lifelong learners. We strive to create an engaging library environment which is welcoming to all.

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

The Fiscal Officer serves the Medina County District Library 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 Medina County District Library Board of Trustees. Keeps the financial records of library funds in accordance with chapter 117 of the Ohio Administrative Code, the Ohio Revised Code, and all applicable federal, state and local regulations. Establishes internal controls and is responsible for governmental accounting, investment management, financial reporting, payroll processing and audit compliance.

QUALIFICATIONS:

Candidate must possess a Bachelor's degree in Business, Public Administration, Accounting, Finance or a related field with a minimum of 7 years accounting experience with progressive levels of responsibility and supervision in a public library or other public sector entity. An equivalent combination of education, training and experience may be considered. Master's degree in related field and/or Certification as a Certified Public Finance Officer (CPFO) through the Government Finance Officers Association preferred. ADP and Software Solutions, Inc. system experience highly desired. Intermediate Excel skills required. Must meet bonding requirements.

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| SALARY: | The hiring salary range is \$65 - \$80K
(with placement dependent on experience and qualifications) |
| BENEFITS: | Generous benefits package including 22 vacation days, sick leave, holidays, group health benefits; Public Employees Retirement System |
| HOURS: | Full-time; 37.5 hours per week |
| SUBMIT COVER LETTER, RESUME AND APPLICATION TO | human.resources@mcdl.info
Application available online at www.mcdl.info/employment |
| DEADLINE FOR APPLICATION: | Friday, November 20, 2020 |

11/2/2020

Position Description
Medina County District Library
An Equal Opportunity Employer

Job Title: **FISCAL OFFICER**

Department: Finance

Immediate Supervisor: Board of Trustees and Director

Positions Supervised: Deputy Fiscal Officer
Business/Purchasing Coordinator
Payroll/Accounting Clerk

JOB SUMMARY:

Under general direction, the Fiscal Officer assists the Director with planning, monitoring and evaluating the library's goals, needs, services and programs, and oversees the financial operations and payroll. The Fiscal Officer serves as the financial officer for MCDL 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 Library Board of Trustees. The Fiscal Officer reports to the Director the same as all administrators for purposes of daily operations within the library system. This includes scheduling of time, performance planning for staff, and meetings. However, the position ultimately reports to the Board for overall duties and performance evaluation.

QUALIFICATIONS:

Bachelor's degree in Business or Public Administration, Accounting, Finance or related field with a minimum of seven (7) years accounting experience with progressive levels of responsibility and supervision in a public library or other public sector entity. An equivalent combination of education, training and experience may be considered. Ability to meet bonding requirements. Master's degree in related field and/or Certified Public Finance Officer (CPFO) preferred. ADP and Software Solutions, Inc. system experience highly desired. Intermediate Excel Skills required.

SCHEDULING:

Must be able to work a flexible schedule which may include evenings, weekends and some holidays.

PHYSICAL DEMANDS:

Must be able to remain in a stationary position 90% of the time. Occasionally move about inside the office to access file cabinets, office machinery, etc. Frequently communicates with employees, Board Members, and public. Must be able to exchange accurate information in these situations.

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

FISCAL OFFICER

KNOWLEDGE OF:

Library policies and procedures +
Library laws and regulations
State and federal employment laws
State auditing requirements
Budget development and administration
Fund accounting, payroll and banking software, Microsoft Office and Office 365 suites
Competitive bidding and construction documentation/requirements
Cash flow analysis and forecasting
Supervisory methods
Employee selection methods
Employee training methods
Public meetings and public records compliance
Board relations, minute-taking
Payroll administration
Union Contract and negotiations +

+ May be acquired after hire

SKILLS AND ABILITIES TO:

Provide charismatic customer service that is the standard of MCDL
Interact and respond appropriately and professionally to internal and external customers of all ages
Ability to follow oral and written instructions and communicate effectively
Maintain confidentiality
Define problems, collect data, establish facts and draw valid conclusions
Interpret and apply laws, regulations and policies
Perform varied and complex accounting duties
Allocate funds based upon availability and need
Organize, prioritize, and coordinate multiple tasks
Prepare accurate and concise reports
Cooperate with others as a team member
Present a professional image to the public
Maintain a positive work environment for employees
Identify qualified employees through screening and interviewing methods
Identify employee behavior that requires coaching and discipline
Assess own educational strengths and weaknesses

FISCAL OFFICER

% of Time ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)

45% FISCAL MANAGEMENT/FINANCIAL REPORTING which may include

- * Develops and maintains a system of internal accounting controls
- * Receives and ensures deposit of all library funds in an authorized depository
- * Monitors and invests funds to maximize interest and meet organization's needs; attends required annual continuing education (required by law)
- * Maintains current depository agreements and collateral
- * Maintains current data on the financial condition of the library
- * Prepares cash flow forecasts based upon historical information and prepares supporting documentation
- * Prepares the annual budget in collaboration with the Director. Monitors and analyzes revenue and expenditures and recommends transfers based upon changes in spending patterns, funding and system priorities
- * Reviews accounting transactions and makes necessary adjustments to financial records; ensures purchasing procedures and laws are followed, signs purchase orders as Fiscal Officer; issues vouchers
- * Recommends cost-effective measures
- * Oversees the computerized accounting and payroll systems and serves as liaison to accounting and payroll system software vendors
- * Collaborates with the Director as needed to evaluate projected major expenditures
- * Secures adequate liability, property, automobile and errors and omissions insurance policies
- * Maintains current asset inventory and provides asset information to insurance companies
- * Prepares monthly and annual financial statements for the Board of Trustees
- * Submits budget and financial reports to County Auditor and Budget Commission
- * Maintains financial records according to state auditing requirements; submits annual financial report to the State Auditor's office. Ensures all payroll and fringe benefit withholdings, remittances and reporting as required by local, state and federal law
- * Provides information and supporting documentation to auditors and other agencies as required
- * Prepares or reviews bid or request for proposal specifications ensures vendor compliance, administers contracts

Maintains retainage escrow accounts, as needed

Follows through on problems with vendors or originating supervisor

Maintains vendor contract agreements

25% MANAGEMENT/ADMINISTRATION which may include

- * Determines Finance department needs
 - Prepares goals and objectives, annually
 - Determines necessary staffing and recommends staffing levels
 - Recommends and monitors purchases and expenditures
- * Plans, develops, implements and evaluates services and procedures for the Finance department
- * Ensures effective communication of information and current trends to all library employees

Exempt

Contract Position

October 21, 2020

FISCAL OFFICER

- * Compiles statistics, analyzes and prepares reports
 - * Communicates with the Board and/or Finance Committee Chair on a regular basis
 - * Serves as chair of the Records Retention Commission for Board of Trustees
 - * Provides expertise to the administration and Board on matters of Ohio Sunshine Laws, public records laws and Roberts Rules of Order; responsible for completion of accurate minutes of Board and committee meetings
 - * Participates in long-range planning for the library system including:
 - Problem analysis and resolution
 - Service and program analysis
 - Facility planning
 - Identification of long- and short-term goals
 - Budgeting for goals
 - * Assists with monitoring and evaluating the library's goals and needs
 - Develops system-wide policies and procedures
 - Assists with the implementation process including staff training
- Attends Director's and Administrative team meetings
Serves as the manager in-charge, as needed

20% SUPERVISION which may include

- * Interviews candidates for positions and recommends hiring
- * Ensures employees receive orientation, in-service and development training
- * Responds to employee concerns
- * Monitors the work of employees and ensures compliance with policies and procedures
- * Schedules staff and assigns work
- * Ensures work is completed properly and on time
- * Reviews employee time sheets
- * Approves schedule requests and changes
- * Evaluates employee performance and maintains proper records
- * Coaches and counsels others to grow professionally
- * Administers discipline
- * Conducts staff meetings

10% MISCELLANEOUS Performs additional duties which may include

- * Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
 - * Participates in community activities as a representative of the library
 - * Assists in fundraising, as requested
 - * Attends meetings and serves on committees as requested
 - * Attends all Board of Trustees meetings
- Keep current with email and other communications
Recognize unsafe or hazardous conditions and responds appropriately
Maintains and increases skills

FISCAL OFFICER

Accurate and prompt completion of timecard

Participates in the state library association and other professional conferences/organizations

Performs additional duties and assignments, as requested