



The Twinsburg Public Library Board of Trustees is seeking a new Fiscal Officer. The Twinsburg Public Library is a school district Library serving the Cities of Twinsburg and Reminderville and Twinsburg Township, located in Northeast Ohio. TPL is a member of NEO-RLS and Clevnet and has an operating budget of \$3.2 million.

Job Title: Fiscal Officer

Location: 10050 Ravenna Road, Twinsburg OH 44087

Level/Salary Range: Commensurate with public finance experience.

Position Type: Full-Time Exempt: Mainly M-F 9-5:30: Some evenings

Immediate Supervisor: Board of Trustees of the Twinsburg Public Library

Applications, Cover Letter, Resumes, and questions sent to: *Fax or E-mail:* F (330) 425-3622 or BoardofTrustees@twinsburglibrary.org *Attention:* Fiscal Officer Job Announcement

Mail to: Suzanne Hawthorne-Clay, Ed.D.: Board of Trustee Representative; Attention: Job Posting
Twinsburg Public Library 10050 Ravenna Road Twinsburg, OH 44087

Application available at: www.twinsburglibrary.org/jobs

The Position:

Serves as the Chief Financial Officer of the Library. Maintains all Board of Trustees and financial records for the library, in accordance with section 117 of the Ohio Administrative Code, the Ohio Revised Code and all applicable federal and local regulations.

Qualifications:

Education, Training and/or Experience

- ✓ Previous public sector fiscal management experience with increasing responsibilities.
- ✓ Bachelor's degree preferred in accounting or other directly related field. Associate degree and career experience considered.
- ✓ Experience with Payroll and HR, especially employee benefit management.
- ✓ Demonstrated strategic planning and budgetary experience.
- ✓ Demonstrated ability to supervise others and to maintain effective working relationships with others.
- ✓ Proficiency in use of automated financial data processing systems (CMI preferred), computers and Excel databases.
- ✓ Successful completion of criminal background check, credit check and proof of auto liability insurance. Must meet bonding requirements.



Knowledge, Skills, Abilities and Personal Characteristics

- ✓ Basic knowledge of accounting principles and practices with strong mathematical aptitude.
- ✓ Intermediate skill level in Microsoft Office applications, intranet, and internet usage.
- ✓ Ability to operate standard office equipment including accurate 10-key skills; follow office procedures.
- ✓ Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- ✓ Strong attention to detail; ability to perform duties with a high level of accuracy.
- ✓ Effective oral and written communication skills with strong customer service abilities.
- ✓ Ability to respond to common inquiries or complaints from, and effectively present information to patrons, co-workers, service workers and the public.
- ✓ Ability to establish and maintain a comprehensive record-keeping system and office procedures.
- ✓ Ability to work independently with minimal supervision.

Responsibilities

- ✓ Maintains financial accountability for all library financial transactions per the Ohio Revised Code. These requirements mandate internal control mechanisms which include an encumbrance-based accounting system based upon budgeted appropriations and purchase order and voucher controls, treasury management, monthly financial reporting, and biennial audits.
- ✓ Provides oversight to Fiscal Office staff, treasury management, investment management and supervision of financial expenditures for vendor accounts and payroll.
- ✓ Receives and deposits all funds in authorized depositories according to protocol.
- ✓ Assures that all financial and personnel matters conform to the law (e.g., EEOC, HIPAA, ADA, etc.) and any policies established by the Board of Trustees. Acts as the Board's Compliance Officer in personnel, regulatory and legal matters.
- ✓ Produces specialized reports for benefits, salary surveys, tax reporting, regulatory agencies, and ad hoc reporting for third parties.
- ✓ Management responsibilities include hiring, coaching, managing, training, evaluating, counseling and interpreting policies and procedures for the Fiscal Department.
- ✓ Sets individual performance measurements for assigned staff and holds them accountable.
- ✓ Provides monthly, yearly, and ad hoc financial reports and statements to the Board of Trustees and library administration.



Responsibilities (cont.)

- ✓ Participates in the preparation of the Board meeting minutes and agendas. Prepares, oversees, and secures the Board Meeting Minutes.
- ✓ Works closely with the Library Director as a member of the administrative team.
- ✓ Attends the Library Board of Trustees meetings to provide monthly financial reports.
- ✓ In conjunction with the Board of Trustees and Library Director, develops amends and communicates policies that promote efficient library operations. Develops practices and procedures to support Board of Trustees recommendations.
- ✓ Works with library administration to gather data to prepare annual tax budgets, appropriation budgets, long-term financial projections and specialized budgets for staffing needs or funding source reporting.
- ✓ Provides recommendations regarding operating budgets and financial implications of major business decisions within the library to the Board of Trustees and Library Director.
- ✓ Works with Library Director to monitor funding from various outside organizations such as the Friends and Library Foundation.
- ✓ Collaborates with County Budget Committee, County Prosecutor's Office, Auditor of State's Offices, vendors, and contractors on behalf of the Library.
- ✓ Conducts audit preparation for the Auditor of State's Office biennial audit.
- ✓ Maintains paper and digital records/files for the respective departments.
- ✓ Attends professional development training with various outside groups, which include the Ohio Library Council, Ohio Library Fiscal Officer's Association, OPERS, regulatory agencies, vendors, and user groups.
- ✓ Interacts regularly with library staff, community officials, patrons, and the general public.
- ✓ Assumes additional responsibilities and performs special projects as needed or assigned by the Board.

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile, and prepare work documents, set up and maintain work files. Position may require occasional lifting of up to twenty pounds. Travel by automobile and overnight lodging for professional development or meetings is required occasionally.

WORKING CONDITIONS

Work performed in a general office environment. May require availability for extended hours during peak periods.

The proceeding statements provide an overview of the job responsibilities and shall not be construed as an all-inclusive statement of duties, responsibilities, or requirements. It does not limit or modify the right of any supervisor to assign, direct or control the work of employees under his/her supervision. Additional related duties may be assigned.

The Twinsburg Public Library is an Equal Opportunity Employer.