



POSITION AVAILABLE

Fiscal Officer Full-Time (40 hours/week)

The Clermont County Public Library is seeking a full-time Fiscal Officer to lead a team of two direct reports in the management of the Library's fiscal operations by serving as the Library's chief financial officer. Based out of the Miami Township branch, the Fiscal Officer has responsibility for the overall direction and management of the Library's fiscal operations throughout the ten (10) branches and various departments of the Library system.

If you are searching for a place to contribute your expertise to services that support the public, the Clermont County Public Library would like to discuss this employment opportunity with you! CCPL benefits include medical, dental, and vision insurance, OPERS state retirement, tuition reimbursement, generous vacation and sick leave, and 12 paid holidays per year.

Qualifications: A bachelor's degree in accounting or related discipline is required. CPA, CFA, or other related profession certification, as well as experience with Library operations is preferred. Must have a minimum five years' experience in public sector accounting and business management fields in progressively responsible positions. CPIM certification and six (6) hours annual continuing education required (certification may be completed within sixty (60) days of employment. Strong interpersonal and communication skills required. Must be able to work days, evenings, and weekends.

Position Description: The Fiscal Officer will support the Library's Mission and fiscal operations by serving as the Library's chief financial officer. The Fiscal Officer ensures that Library financial operations comply with all applicable laws and regulations, board policies and sound financial practices. The Fiscal Officer is responsible for the payroll processing and collaborates with Human Resources to ensure benefit compliance. The Fiscal Officer reports directly to the Library Board of Trustees.

Essential Duties and Responsibilities:

FISCAL MANAGEMENT

- Administers fiscal management of all Library resources and funds.
- Provides accountability of funds by managing the day-to-day fiscal operations of the Library.
- Oversees accounts receivables and payables, auditing receipt of revenues and expense of payables, updating and balancing the accounting software and fund balances at end of the month and at the end of year.

- Processes appropriations for funds, oversees encumbrance, requisition and purchase order process and certifies purchase orders to ensure budgetary control and compliance.
- Reconciles bank statements to accounting software and updates fund balances.
- Provides accurate monthly, annual and ad hoc financial reports and advice on the financial condition of the Library to the Board of Library Trustees, and the Budget Committee.
- Provides financial reports on a timely basis as required by other county, state and federal agencies.
- In cooperation with the Director, provides financial forecasting models for budget planning, prepares the annual operating, capital and special fund budgets for approval by the Board of Trustees and for submission to taxing authority.
- Prepares formal resolutions for the Board of Trustees consideration and approval.
- Receives and deposits Library funds in authorized depositories.
- Keeps financial records of funds in accordance with Chapter 117-4 of the Ohio Administrative Code.
- Invests funds in accordance with policy set by the Board of Trustees.
- Prepares financial documentation for the annual audit by the Auditor of State.
- Supervises finance department staff.

PAYROLL AND BENEFITS

- Maintains the payroll system.
- Manages the payroll process from timesheet auditing through check preparation.
- Oversees verification of bi weekly payroll changes including raise and benefit allowance accruals, as well as personnel benefit deductions.
- Performs all functions associated with end of year payroll processing, producing necessary historical reports and statistical information.
- Reconciles payroll bank statement to accounting software and updates monthly and annually.
- Maintains all payroll databases in compliance with the requirements of the ORC and Federal Laws.

- Oversees monthly and quarterly payment of payroll taxes and reconciles annual tax reports and issues annual W-2's and 1095's.
- Oversees verification of annual sick leave, vacation, and leave allowance information.
- Manages the Library's participation and contributions to the Ohio Public Employee Retirement System.
- Prepares projections for salaries and fringe benefits.
- Collaborates with the Director and Human Resource Director, as directed by the Board of Trustees, to ensure both financial and procedural compliance with local, state and federal laws.

OTHER DUTIES

- Coordinates outside audits by state or private auditors, providing information and supporting documentation, as requested.
- Coordinates public bidding by the Library.
- Serves as chair to the Library's Records Committee. Coordinates records retention, disposal, archives and public access as outlined by state statute and board policy.
- Maintains and improves knowledge and skills through attendance at meetings, conferences, training, seminars and in-service training, including those required by law.
- Uses objective analytical, problem-solving, and consensus-building skills to contribute to decisions affecting overall financial operations.
- Employs exemplary leadership models to Inspire, Engage and Inform the Library staff, its patrons and its community, as it relates to the fiscal operations of the Library.
- Ability to establish and maintain effective working relationships with Board, Director, elected officials, employees, professional peers and the public. Effective interpersonal skills consisting of creative and diplomatic management abilities. Ability to create a positive workplace environment and to present a positive public image.
- Ability to maintain confidentiality.
- Ability to handle sensitive inquiries, evaluate situations, interact with people easily.
- Willingness and ability to work the hours necessary to accomplish the assigned duties; attend evening meetings; and travel out of town to attend workshops, conferences and seminars.

- Willingness to be on-call for crisis management at any time as required.
- Must have reliable transportation for travel to and from other branches and departments.

SALARY: Commensurate with experience.

Exempt

Application Procedures: Please attach cover letter and resume when applying online at <http://ccpl.applicantpro.com/jobs/>

Deadline: Open Until Filled

The Clermont County Public Library is an Equal Opportunity Employer.