CHIEF FISCAL OFFICER

The Public Library of Youngstown and Mahoning County is seeking a Chief Fiscal Officer. This position is accountable for the use of all library and library foundation funds. The position administers the fiscal management of library resources and funds by following legal and procedural regulations as defined by the Ohio Revised Code and Board Policies for receiving, investing and appropriating funds. Monitors and implements internal control systems and procedures. Prepares and submits required fiscal reports by collecting, analyzing and distributing required data. Coordinates outside audits performed by state and private auditors.

This position supervises the operation of the finance office, including one full time and one part time position. Additionally, they are responsible for maintaining supplies used in day to day operation of the library system including procurement of the supply items. Maintains a payroll and benefit system which includes preparation of a bi-weekly payroll for 180+ employees. As part of this process verifies labor contract compliance, reconciles payroll tax reports and W-2's, calculates annual library seniority and vacation/personal allowances.

The position is a member of the Executive Administrative Team of the PLYMC, and assists the Director in budget preparation, the financial forecasting process, administering the insurance program, and providing information on bids and contract issues. Additionally, the CFO coordinates public bidding by the Library.

The position is also a non-voting member of the Board of Trustees. In addition to attending Board meetings, attends and participates in Board committee meetings as needed. Also serves as a member of the Records Commission and maintains necessary historical documents. Serves in the role of prevailing wage coordinator on capital projects.

**Requirements:**

* An MBA in Business Administration and/or CPA accreditation is required
* Demonstrated ability to work with large budgets, maintain fiscal records, and produce financial reports
* Experience with audits
* Extensive knowledge of accounting and Microsoft Office software; ADP experience preferred; strong excel skills preferred
* Previous Library Fiscal Officer, Government Fund Accounting, or Public Sector work is strongly preferred
* Must be able to multi task and prioritize to meet deadlines and various filing requirements
* A demonstrated ability to supervise direct reports and to maintain effective working relationships with others
* Excellent attention to detail

Annual salary range is $56,200 to $84,400 (negotiable with experience) with an excellent fringe benefit package which includes pension plan with the Ohio Public Employees Retirement System (OPERS).

Please send cover letter, resume, along with salary history and requirements to: Employment@libraryvisit.org

NO CALLS, PLEASE!

EOE: M/F/V/D