

CINCINNATI & HAMILTON COUNTY PUBLIC LIBRARY

EMPLOYMENT OPPORTUNITY

Fiscal Manager

Date Posted: 12/4/2023

The Cincinnati and Hamilton County Public Library seeks a Fiscal Manager to join our team at one of the best library systems in the country. This position, offers a diverse and inclusive work environment; competitive compensation; as well as generous paid time off including PTO (accrued at 218 hours/year), Sick (accrued at 120 hours/year), and 9 paid Holidays. In addition, the Library offers a robust benefits package including medical; dental; employer-paid life and telehealth; vision; short-term disability; participation in the Ohio Public Employee Retirement System, and a host of additional voluntary benefits.

POSITION SUMMARY: This position is responsible for overseeing the daily operations of the Fiscal Office which includes the accuracy and timely audit of financial statements; the design, development, compilation and distribution of the Annual Comprehensive Financial Report (ACFR); performing financial analyses; preparing financial reports; analyzing and recommending investment decisions; and providing assistance to the Chief Finance and Facilities Officer as necessary. As a member of the Senior Leadership Team, this position gives guidance and input around organizational initiatives. This position manages and coordinates the workflow of assigned staff.

DUTIES:

- Leads and oversees daily operations of the Fiscal Office and serves as the Deputy Fiscal Officer and in the absence of the CFFO.
- As a member of the Senior Leadership Team, participates in and gives guidance around systemwide initiatives, projects and programs to support and ensure the strategic alignment with Library initiatives and goals.
- Supervises and coordinates work of staff as assigned. Sets individual performance measurements/metrics for staff and holds them accountable. Responsibilities include coaching, managing, hiring, orienting and evaluating assigned staff.
- Leads staff in the commitment to providing the highest quality service to all internal and external customers, which includes building group morale and cohesiveness, managing group processes and achieving team goals.
- Prepares Annual Comprehensive Financial Report as well as monthly financial reports.
- Manages the annual financial audit.
- Manages investment activity including purchase decisions, reporting and analysis in accordance with legal and audit guidelines.
- Manages ERP infrastructure and reporting.
- Maintains all grant accounting and prepares budgets and periodic reports.
- Prepares cash forecasts.
- Oversees daily banking operations.
- Keeps the CFFO informed of significant problems that jeopardize the achievement of Library goals including, but not limited to, financial requirements and compliance concerns.
- Maintains expert user knowledge of Munis and strong understanding other Fiscal technology software programs and databases. Understands data requirements and structure, table relationships and relational processing of various types of data within the solutions managed to ensure the accuracy of data.
- Collects and analyzes data to develop statistical summaries and special reports from software programs and databases in support of Fiscal and Library leadership needs.
- Assists in budget preparation, analysis, and forecasting.
- Assists with special projects based on departmental and organizational needs.

- Provides systemwide communication, including blog posts, videos, and leading meetings around Fiscal topics.
- As a member of Senior Leadership, participates in staff engagement activities that may include evenings and weekends.

QUALIFICATIONS:

- Knowledge of principles and practices of fiscal administration and current Federal, State and local regulations.
- Strong technology skills with skill in configuring and managing ERP system and Microsoft Office products (i.e., Excel, Word, PowerPoint, Access, etc.).
- Working knowledge in following areas: governmental budgeting, fund accounting, auditing, accounts payable and receivable, payroll, cash management, Ohio Auditor of State and ORC budgetary compliance and reporting requirements.
- Ability to operate in the absence of precedence or defined procedures and use independent judgment and rational sequence in performance of tasks.
- Flexibility to adapt and lead/work through unanticipated change in a fast-paced environment.
- Strong communication and interpersonal skills, including the ability to listen actively and present clearly and effectively in a positive manner.
- Demonstrates on-brand customer service to internal and external customers by consistently fulfilling customer needs and expectations.
- Addresses and resolves concerns and conflict equitably and with patience and tact, seeking common ground and cooperation when possible.
- Understands and supports the Library's mission, beliefs, culture, and structure, and demonstrates a comprehensive understanding of the Library's policies and procedures.
- Demonstrates a commitment to diversity, equity and inclusion efforts of all colleagues and customers regardless of age, cultural background, ability, ethnicity, family status, gender identity, immigration status, national origin, race, religion, sex, sexual orientation, socioeconomic status and veteran status.
- Interacts with members of diverse ethnic and socio-economic communities, children, staff and management in a respectful and professional manner that reflects the Library's pillars of excellence.
- Demonstrates professionalism in all settings, including an orientation toward teamwork, collaboration & building common ground with peers; arriving to work reliably, regularly, and on time; and behavior that is consistent with building a strong organizational culture, while performing work duties.
- Ability to maintain confidentiality of customers, peers, and department.
- Ability to respond to questions in a prompt, courteous and thorough manner, both verbally and in writing.
- Ability to seek out new methods and principles with a willingness to incorporate them into existing practices.
- Seeks, accepts and incorporates feedback and direction.

Position Type

Full Time

Education

- Undergraduate degree in Business, Accounting or Finance.
- Seven to ten years' experience in a financial setting or equivalent combination of education and experience with 3 years in a leadership role.
- Driver's license with driving record acceptable to Library's insurance.

Preferred Experience and Qualifications

- Governmental accounting experience preferred.

Hours

40 Hours per week, including evenings and weekends

Salary

Grade 12: \$81,307.20 - \$121,950.40 annually

Deadline

December 18, 2023

Interested candidates should submit their resume and internal application to:

<https://chpl.org/about/working-at-the-library/>

Equal Employment Opportunity Employer