

## **Fiscal Officer of the Northeast Ohio Regional Library System**

The Northeast Ohio Regional Library System (NEO-RLS) seeks a collaborative, professional, and proactive leader to serve as the next Fiscal Officer.

### **Summary:**

NEO-RLS is committed to empowering its library community through high-quality staff development and dynamic, collaborative opportunities. The successful candidate will be responsible for keeping all financial records and managing all financial functions of NEO-RLS in accordance with all federal, state, and local laws. Appointed by and reporting to the Board of Trustees, consisting of 15 representatives of members of the system, the Fiscal Officer works in concert with the Executive Director, and two additional staff members to carry out the operations of the organization. This small team forms a membership and goal-oriented organization that produces results and high satisfaction. Additionally, the Fiscal Officer serves as the person responsible for the communication and technology infrastructure by working with team members, technology providers, and vendors.

### **Responsibilities:**

Plans, directs, implements, and evaluates all the financial operational activities of NEO-RLS to ensure sound fiscal controls.

Manages the organization's financial systems including the issuance of purchase orders, verification of invoices, and processing of accounts payable and accounts receivable.

Generates letters of intent, issues invoices to member libraries for memberships, optional program fees, group purchases, sales of materials, lost/damaged items, etc. and tracks payment.

Processes payroll.

Works with the Executive Director in preparing the budget based on goals and programs as determined by the Executive Director and Board of Trustees.

Secures adequate insurance for NEO-RLS's property, equipment, employee, and Board liability and keeps it current.

Prepares and completes all necessary monthly, quarterly, and annual financial reports as required by law, the Board of Trustees, the Auditor of State, and the State Library of Ohio. Maintains financial records in accordance with the Ohio Administrative Code.

Invests NEO-RLS's interim funds as the investing authority for the Board of Trustees.

Keeps Executive Director and Board of Trustees informed and advised of NEO-RLS's financial condition; prepares formal Board documents and resolutions in conjunction with the Executive Director; serves as liaison to the Board's Finance Committee; and attends meetings of the Board of Trustees and its committees when the financial obligations of NEO-RLS are discussed.

Works with Executive Director to select, assess, troubleshoot, and maintain viable communications and technology solutions for NEO-RLS operations, develop NEO-RLS' technology plan, and functions as the designated liaison with outside organizations in coordinating technology needs. Maintains a current inventory of equipment in the NEO-RLS office.

Ensures compliance with relevant workplace and employment laws.

### **Required Education and Experience:**

Bachelor's Degree with finance or accounting focus or equivalent education and work experience, required.

Minimum of three years financial or accounting experience.

Knowledge of accounting software; Experience with AccuFund is a plus.

Demonstrated knowledge of administrative policies and state and federal laws governing public entity financial management and the investment of public funds, generally accepted accounting principles, fund and cash-basis accounting and financial planning.

Ability to prepare and administer budgets.

Excellent organizational skills and the ability to manage multiple priorities and projects; Ability to work independently and meet deadlines; Attention to detail and analytical ability to identify and correct errors, ability to work; Ability to identify and analyze information; collect, compile, and prepare work documents; and set-up and maintain work files.

Demonstrated ethics and judgment when dealing with confidential information.

Excellent oral and written communication skills. Ability to work collaboratively as a member of a team in both in-person and remote environments; Ability to provide excellent customer service to members, library staff and co-workers.

Knowledge of basic communications and technology infrastructure.

Must qualify to be bonded.

**Salary:**

Starting salary negotiable from \$53,000; based on relevant experience. 37.5-hour work week; Exempt

**Benefits:**

22 days of vacation, 12 paid holidays, 30 hours personal leave; 15 sick leave days; Ohio Public Employees Retirement System (OPERS); 90% employer sponsored health, dental and vision insurance.

**Location:**

Current-January 2023 – Hudson, OH with opportunities for remote work; Starting January 2023 – Full-time remote work with occasional in-person meetings in the Northeast Ohio area.

**How to Apply:**

Please submit a letter of interest, CV, or resume, and three references to CJ Lynce; Search Committee Chair at [cj.lynce@westlakelibrary.org](mailto:cj.lynce@westlakelibrary.org) with Subject: NEO-RLS Fiscal Officer

**Deadline for applications:** October 26, 2022

**About:**

The Northeast Ohio Regional Library System (NEO-RLS) is a partially state-funded, membership organization of 98 libraries (academic, public, school, and special) located in 22 designated counties of Ohio. NEO-RLS's region includes 91 of the state's 251 public libraries, 300 of the state's 611 public school districts, 38 academic libraries and over 100 special libraries. NEO-RLS is governed by a 15-member Board of Trustees and the four-person staff includes the Executive Director, Fiscal Officer and two Continuing Education Coordinators. NEO-RLS is charged with assisting libraries to better meet the needs of their customers by creating opportunities to accomplish services and programs beyond individual capabilities and resources. NEO-RLS facilitates the work of libraries through services, professional development, and responsible fiscal management.