



# Job Description Manager

<b>Job Title:</b>	Director of Finance and Fiscal Officer	<b>Hours per Week:</b>	38.0
<b>Agency/Department:</b>	Administration	<b>Pay Grade:</b>	Grade H
<b>Work Location:</b>	Main Library	<b>Supervisor's Title:</b>	Chief Executive Officer
<b>FLSA Status:</b>	Exempt	<b>Supervises Others:</b>	Yes
<b>Employment Status:</b>	Full-Time, Salary	<b>Date</b>	January 2026

## ORGANIZATIONAL VALUES

Adaptability

Commitment

Empathy

## DISTINGUISHING FEATURES OF THE POSITION

The Director of Finance and Fiscal Officer ensures that all financial operations comply with statutes of the State of Ohio, state auditing requirements, federal and local laws, sound financial practices and the policies and decisions of the Board of Trustees.

The employee in this class is appointed by the Board of Trustees pursuant to Section 3375.32 of the Ohio Revised Code; is responsible to the Board of Trustees and reports to the Chief Executive Officer; responsible for the fiscal control and management of the library in accordance with state statutes and audit requirements as defined in Chapter 117-4 of the Ohio Administrative Code.

## ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Serves as a key member of management; understands the organization, financials, industry/sector, customers, and strategy.
- Supervises employees, provides direction, coaches, trains and develops, hires, and manages performance to organization goals and expectations.
- Manages budgets and resources effectively and efficiently; knows and understands organization's financial position.
- Manages vendors and outside service providers effectively; sets expectations and holds them accountable.

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### 1. Contracts & Negotiations

- Assists the Chief Executive Officer and other management staff in preparing specifications and bidding documents for all biddable purchases/sales.
- Reviews formal bids and makes recommendations to the Chief Executive Officer for major purchases.
- Prepares formal resolutions for the Board of Trustees' consideration and approval.
- Provides financial background information for, and may participate in, labor contract negotiations.

## 2. Fiscal Operations

- Prepares the annual operating, capital, and special fund budgets in cooperation with the Chief Executive Officer for approval by the Board of Trustees and for submission to taxing authorities.
- Establishes or recommends fiscal objectives for the Library and administers its budget.
- Provides analysis of current financial condition of the Library and reports to the Board of Trustees on a monthly basis.
- Publishes the Library's annual financial report.
- Assists the Chief Executive Officer in the preparation of long-range financial projections.
- Prepares projections for salaries and fringe benefits.
- Establishes and maintains the overall system of accounting for the Library, including internal accounting controls.
- Oversees the Library's automated accounting system and serves as liaison to accounting system hardware and software vendors.
- Receives and deposits all Library funds in authorized depository accounts in accordance with ORC.
- Monitors all financial aspects of purchasing, receiving, supply and equipment inventory operations.
- Oversees the Library's property, liability and fiduciary insurance programs.
- Maintains inventory of fixed assets.
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions.
- Invests funds in accordance with state statutes and Library policies and maintains investment ledger.
- Reviews accounting transactions and makes necessary adjustments to financial records.

## 3. Laws

- Prepares annual certificate of estimated resources and appropriation documents and amendments to same for timely submission to County Budget Commission.
- Prepares and submits annual budget and financial reports for local, state, and federal agencies as required by law.
- Files all financial reports with the appropriate local, state and federal agencies as required by law.
- Provides information and supporting documentation to auditors during state audit.
- Follows and documents all necessary procedures and laws when dealing with special projects such as tax levy and bond issue financing, capital projects and grants.
- Attends annual continuing education as required by law.

## 4. Personnel Management

- Supervises the Assistant Fiscal Officer and Administrative Clerk(s) and ensures that they abide by the Library's personnel policies; provides for proper training of staff.
- Serves as a member of the Library's Management Team.
- Attends Board and Board Committee meetings; assists with Board training and development.

## 5. Records Management

- Supervises production of payroll and maintains all payroll records in compliance with local, state and federal regulations. Maintains the official copy of all Board actions and related documents.

- Maintains financial and payroll records and documents as required by laws and disposes of them according to board policies.
  - Maintains safe deposit box for legal documents.
6. Performs other duties as assigned by the Chief Executive Officer and the Board of Trustees.

**KNOWLEDGE / SKILLS / ABILITIES**

1. Knowledge of generally accepted accounting principles, budget development and administration
2. Knowledge of state auditing requirements
3. Knowledge of financial planning and recordkeeping, public finance, investment of funds
4. Knowledge of local, state and federal tax laws
5. Skill in procurement procedures
6. Skill in bond and tax levy financing
7. Skill in budgetary, accounting and payroll software
8. Ability to direct financial planning, including the preparation of governmental budgets and financial reports in conformance with GAAP, State Auditor and/or State Library specifications
9. Ability to interact in a consistent, friendly, professional and effective manner with the Board of Trustees, Chief Executive Officer, other managers and subordinate staff, government officials, vendors and public
10. Ability to interpret and apply law, regulations and policies
11. Skill in working with collective bargaining
12. Ability to work with discretion and integrity when accessing or handling sensitive labor relations and management information, including matters related to negotiations, grievances, and personnel decisions, in a manner consistent with the responsibilities and legal obligations of a confidential employee.
13. Ability to travel locally to Library branches.
14. Ability to use a computer and job-related software or systems applicable to the essential functions of the job, which may include, but not be limited to email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various systems of software used by the Library.

**BEHAVIORAL COMPETENCIES**

**Managers and supervisors**

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|-----------------|--------------------------------|
| 1. Delegation   | 4. Leadership                  |
| 2. Facilitation | 5. Staff development           |
| 3. Innovation   | 6. Strategic planning/thinking |

**All staff**

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|-------------------------------------|-------------------------|
| 1. Adaptability                     | 5. Intellectual freedom |
| 2. Communication                    | 6. Patron awareness     |
| 3. Customer service                 | 7. Problem solving      |
| 4. Equity, diversity, and inclusion | 8. Teamwork             |

## **MINIMUM EDUCATION & EXPERIENCE REQUIRED**

- Education: Bachelor's degree in Business or Accounting or a related field is required. Master's degree is preferred.
- Certifications or licensure: Certified Government Financial Manager [CGFM], Certified Public Accountant [CPA] is preferred.
- Years of relevant experience: 5 or more years is preferred.
- Years of experience supervising: 2 or more years is preferred.
- Pre-employment drug screening is required.
- Criminal background and education verification checks are required.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS – MODERATE**

1. The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
2. Employee may be exposed to hot and cold weather conditions to perform tasks, or warmer or cooler temperatures within Library buildings and property.
3. The noise level in the work environment is usually quiet.
4. This position is performed in an office setting although off-site meetings in various settings occur.
5. Lifting moderate objects of up to 50 pounds and carrying them distances of up to 50 feet is required.
6. Moving moderate objects of up to 50 pounds and pushing them distances of up to 50 feet is required.
7. May require working irregular hours, including evenings and weekends.
8. Some local travel by library vehicle/personal automobile is required.
9. Occasional overnight travel may be required.

**Salary Grade: 84,375.00 – 109,588.00**

**Closing Date for Internal Applicants: January 31, 2026**

**Closing Date for External Applicants: Open Until Filled**

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description. Reasonable accommodations will be made for persons with disabilities covered by the Americans with Disability Act [ADA] in accordance with its requirements.