

**Are you ready to “Find Yourself Here”? At the top public library system in the Nation.**

CCPL is currently seeking a Finance Director here in Northeast Ohio.

Review the summary of the job description below AND apply today: [6192694:Career Search](#)

## **Description**

**Full-Time Position - 40 hours/week**

**Base Pay: \$95000.00 - \$125000.00 / Year**

## **GENERAL SUMMARY**

Assists the Chief Financial Officer/Fiscal Officer in planning, coordinating and managing the Library's business operation. Under limited supervision, performs various accounting functions and supervises and directs the Library's accounting and reporting system activities such as accounts receivable and payable processing, payroll, accurate financial transaction posting, and financial report and statement preparation. Projects cash flow requirements and manages cash investments and bank balances to meet organizational needs. Performs all work within established guidelines of the Ohio Revised Code, the State Auditor, library policy and GAAP.

## **ESSENTIAL JOB FUNCTIONS**

- Complies with work scheduling and attendance requirements according to reasonable policy and practices. Staffing for branch libraries and some Administration (ADM) departments requires rotational scheduling, which includes evening and weekend (Saturday and Sunday) hours. Most ADM departments are weekday operations.
- Consistently represents Cuyahoga County Public Library, promotes its services in a positive manner and adheres to customer service guidelines and procedures as established by the Library.
- Complies with the established rules of operation, procedures, and policies when using library computers, peripheral hardware, and software. Individual passwords and any other confidential information regarding Library records shall be kept confidential.

- Monitors receipt of all library income, analyzes organizational financial commitments and manages cash flow, investments and bank balances to meet the financial obligations and needs of the Library.
- Ensures accurate and timely preparation of payroll, maintenance of payroll accounts and payment of payroll taxes and related liabilities.
- Coordinates processing of accounts payable and receivable including implementing effective monitoring, verification and coding procedures to ensure accuracy.
- Supervises and directs accounting, payroll and purchasing staff including monitoring and evaluating work performance, delegating work task responsibilities, providing training and direction, and interviewing and suggesting applicants for departmental hire as directed by the Chief Financial Officer/Fiscal Officer.
- Performs various general accounting functions such as journal entries, account reconciliations, special reports, pension fund contributions, etc.
- Prepares financial reports for Board of Trustees, State Auditor and federal and state grants.
- Coordinates and monitors appropriation ledger and preparation of monthly and annual financial statements.
- Studies and evaluates accounting operations and participates in system design with computer center staff.
- Coordinates financial reporting information for federal grants with grant project administrators and the State Library and, prepares related reports.
- Must stand in during the absence of the Chief Financial Officer/Fiscal Officer and will perform Fiscal Officer duties which includes the managing and supervision of the division.
- Serves as Cost Center's Public Records Officer.

## **JOB REQUIREMENTS**

### *Knowledge, Skills, and Abilities*

- Thorough knowledge of accounting theory, concepts and practices applicable to accounting requirements of government agencies.
- Thorough knowledge of accounting guidelines and procedures of Ohio Revised Code, State Auditor, Library accounting policies and generally accepted accounting practices.

- General knowledge of all Library policies and procedures.
- Strong mathematical and analytical skills for monitoring accounting records and resolving accounting problems.
- Computer literate with ability to utilize on-line PC service bureau payroll and finance systems and spreadsheet software.
- Strong supervisory skills for directing and coordinating accounting, payroll and purchasing staff.

*Summary Minimum Education & Experience Required*

- Bachelor's degree in Public Accounting or equivalent work experience.
- At least 6 years of governmental/fund accounting experience in the public sector, including areas of accounts receivable and payable and payroll/benefits.

**OTHER TESTING/LICENSES REQUIRED**

- A valid Ohio Driver's license is required and own vehicle preferred.
- Criminal and credit background checks required.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Standard office work environment. Job is physically comfortable.