POSITION SUMMARY
Reporting to the Finance Manager/Assistant Deputy Fiscal Officer, assists in the preparation of comprehensive annual financial report (CAFR), general purpose financial statements, the development of the annual operating and capital improvements budget, and other special financial reports for the Finance Office. Monitors the daily cash balances.

PRIMARY RESPONSIBILITIES
1. Work involves applying principles of governmental accounting to implement systems for general and specialized accounting and financial reporting.
2. Performs professional accounting duties in maintaining and preparing account reconciliations and subledgers of cash, liabilities, fixed assets and departmental budgets.
3. Enter general ledger entries including deposits and other miscellaneous entries.
4. Analyzes account activity, reconciles accounts and makes adjusting entries from approved budgets.
5. Prepares monthly account reconciliations for a variety of account types.
6. Research and resolve account reconciling items.
7. Assist with documentation and testing of internal enterprise reporting system upgrades and modifications.
8. Maintains the general accounting for the Library’s fixed assets up to and including purchase and entry into the software system. Monitors all fixed asset activity accounts for the Library, making sure that the accounts are spent appropriately. Process and distribute reports for capital funds. Coordinates the transfer and disposals of assets. Prepares monthly reports and annual reconciliation.
9. Account and fund analysis, backup and audits of payroll processing.
10. Year-end inventory counts and record retention.
11. Performing grant accounting functions, including monitoring grant budgets and restrictions and requesting fund reimbursements.
12. Assists with preparation of annual audit reporting.
13. Provides technical advice and service to staff and provides advice on complex accounting matters to other Finance Office team members as necessary.
14. Researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions.
15. Prepares and assists in preparation of financial and administrative reports for planning purposes.
16. Prepares miscellaneous invoices and tracks accounts payable.
17. Prepares and distributes custom budget reports for departments managers.
18. Performs related duties as assigned for the efficient operation of the Finance Office and the Library or in the absence of the Finance Manager/Asst Deputy Fiscal Officer.
19. May serve on library work groups and participate in professional organizations.

**Minimum Qualifications**

**Knowledge & Skill**

1. Knowledge of generally accepted accounting principles applicable to accounting requirements of government agencies.
2. Knowledge of computer-based accounting systems, payroll systems, spreadsheet software and word processing software.
3. Experience with maintenance and analysis of accounts and financial data and preparation of financial reports.
4. Knowledge of state audit requirements, record keeping, and procurement procedures.
5. Knowledge of local, state, and federal tax laws.
6. Demonstrated ability to maintain confidentiality.
7. Must possess excellent analytical and problem-solving skills including ability to resolve financial issues.
8. Ability to handle multiple priorities and meet established deadlines.
9. Ability to develop working relationships with Library staff.
10. Ability to communicate effectively in oral or written form with Library staff, local reporting agencies, as well as the public.

**Training/Experience/Education/Certification**

1. Bachelor of Business Administration (BA) in Accounting or Finance required.
2. A minimum of three (3) years of accounting or related field experience required.
3. Coursework in computer systems and software application or extensive experience with financial software applications required.
4. Experience with GFOA’s annual budget and CAFR awards programs preferred.
5. Notary Public certification required.
6. Initiative, self-motivation and leadership qualities required.
7. A commitment to public library philosophy and service required. Ability to perform the essential functions of the position and meet the varied scheduling needs of the library required.
8. Upon appointment a valid driver’s license or transportation is required, and the ability to meet the Library’s vehicle and bonding insurance guidelines required.

Toledo Lucas County Public Library Employment
The Toledo Lucas County Public Library (TLCPL) has served Lucas County residents for more than 175 years. Our System consists of Main Library, located in downtown Toledo and 18 branches located throughout Lucas County. We are the fifth largest library system in Ohio and offer a wide variety of services as well as excellent employment opportunities. Full time and part time positions are offered.

As an Equal Opportunity Employer, TLCPL assures that all applicants and employees receive equal consideration without regard to race, color, religion, age, national origin, citizenship, ancestry or handicap.

TLCPL requires that all finalists for a position undergo the following:

- Criminal background check
- Pre-employment drug testing on applicants

TLCPL requires a criminal background check and pre-employment drug testing for applicants selected as finalists for positions. Applicants will be provided a copy of any positive drug test results. A criminal record does not necessarily eliminate you from employment with the Toledo Lucas County Public Library. Each conviction will be reviewed with respect to the offense, circumstances, seriousness and position for which you apply.

Preference will be given to applicants who apply by October 16th, 2020 however the position will remain open until filled.