



See Yourself Here.

*The Dayton Metro Library is seeking a full-time, experienced **Fiscal Officer/Finance Director** to manage the Library's \$38 million budget. The ideal candidate will possess knowledge of administrative policies governing public sector financial practices and procedures. This individual will also oversee the payroll and accounts payable functions. We are looking for someone who is able to accurately forecast financial trends and manage the Library's investments appropriately. Join our team today!*

DML is committed to cultivating inclusive environments and a workforce that reflects the diversity of our community. As such, we encourage Black, Indigenous, and people of color (BIPOC) to apply, in addition to members from other marginalized groups.

Further, we recognize the importance of language diversity on our team as Dayton was the first city in the United States to earn the status of "Certified Welcoming" city. We encourage applications from individuals that are fluent or proficient in any non-English languages commonly used in Montgomery County including Spanish, Mandarin, French, Korean, Vietnamese, Hindi, Urdu, Russian, Tagalog, Kinyarwanda, Arabic, Turkish, Swahili, and American Sign Language (ASL).

Essential Job Duties

- Establishes goals and objectives for the Finance Office which support the Library's mission. Exercises integrity, discretion and independent judgment with respect to financial matters.
- Oversees and directs all department services such as budgeting, payroll, accounting, purchasing, forecasting, risk management, and property and liability insurance activities. Responsible for the annual audit performed by the Auditor of State's Office or designated independent public auditors.
- Responsible for portfolio and funds investment management within the guidelines of the Library's Investment Policy. Manages all Library revenues from the state, property tax levies, etc. Provides oversight of cash management and controls.
- Establishes and manages purchasing policies to be used by the Library in accordance with Ohio Revised Code Section 5705.41. Approves purchase orders to comply with that section's requirements for Treasurer certification that funds are available and appropriated for the purchase.
- Directly supervises and schedules department employees. Serves as liaison between the Executive Director and staff.
- Serves as Fiscal Officer for the Library as required by the Ohio Revised Code. Participates in all Board meetings and may participate in board committee meetings. Prepares resolutions, reports and presentations for the Board. Serves as a member of the Dayton Metro Library Board of Trustees' Records Commission.



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- Prepares, reviews, maintains and publishes required financial reports/statements for the Board of Library Trustees, State of Ohio, taxing authority, State Auditor's Office. Responsible for bond reporting.
- Prepares annual budget and appropriations documents according to state budgeting requirements and applicable state/federal laws. Develops and manages the budget request cycle for approval by the Executive Director. Controls appropriation, expenditure and receipts process.
- Oversees and coordinates annual and long-range fiscal planning efforts and develops forecasts and trends analysis for revenue and expenditures and establishes internal controls. Reviews financial operations on an ongoing basis.
- Establishes procedures and acquires financial systems necessary to maintain proper records and to afford adequate accounting controls and services.
- Researches, selects and maintains the business relationship with Library's carrier for liability and property insurance. Negotiates and oversees staff parking arrangements.

Job Qualifications

- Bachelor's degree from four-year college or university and minimum of five years of increasingly responsible experience at a professional level, including supervisory experience. Master's Degree in Finance or similar discipline, active CPA certification, and/or experience in a public setting preferred.
- Thorough knowledge of administrative policies governing public sector financial practices and procedures. Ability to be bonded.
- Ability to plan, schedule and oversee department operations and personnel.
- Knowledge of government standards and accounting protocol as well as Generally Accepted Accounting Principles (GAAP). Must have and maintain certification by the Ohio Treasurer's Office' Center for Public Investment Management as required by Ohio Revised Code Sections 135.22 and 321.46.
- Ability to maintain effective relationships with Library Board members, community officials, leaders, organizations, the public, and the staff.
- Valid Ohio driver's license, acceptable motor vehicle record, and continuous insurability required.
- Ability to read, analyze, and interpret general business periodicals, professional journals, policy and procedure manuals, and governmental regulations. Ability to write reports and business correspondence clearly and informatively.
- Ability to effectively present financial information and respond to questions from staff, patrons and members of the community. Ability to deal effectively with confrontational individuals and/ or challenging situations.

Compensation and Benefits: Salary is negotiable starting at \$101,119 annually. Benefits include health, dental and vision insurance along with paid time off and OPERS retirement.

Application Process: Please submit a cover letter and resume to Jennifer Kadel at careers@daytonmetrolibrary.org. This position is open until filled.

The Dayton Metro Library is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment



without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.