



Illinois Heartland Library System

Position Description

Position Title: Chief Fiscal Officer

FLSA: Exempt

Location: Edwardsville

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Other Professional

Salary Classification: 11

Summary:

The Chief Fiscal Officer is responsible for the overall financial operations of IHLS including, budgeting, the general ledger, accounts payable and receivable and payroll functions, and manage the cash flow and investment of funds. This position is also part of the Executive Team which participates in establishing strategic directions as well as goals and objectives for IHLS.

Duties & Responsibilities:

- Prepare estimates of expenditures for management and analyze records of current and past operations, variances, trends, and cost.
- Develop and maintain budgeting systems to control expenditures, manage the cash flow by estimating cash needs and investing available cash to coincide with needs.
- Initiate preliminary budget projections and assist the Executive Director, department directors and managers in the preparation and monitoring of the annual budgets.
- Monitor IHLS Requests for Proposals and bidding procedures.
- Prepare payroll and billing procedures; prepare documentation for auditors, review audit reports and recommend changes to the financial management system.
- Supervise maintenance of insurance inventories on fixed assets.
- Act as IMRF agent for System, and review IMRF transactions prepared by appropriate staff.
- Prepare financial reports required for grants in concert with appropriate staff.
- Oversee and assisting in managing all funds.
- Prepare correspondence relative to financial functions.
- Oversee annual audit by independent certified public accountant and related financial information to be included in annual state report.
- Work with and supervise any special accounting projects required by the Executive Director or Board of Directors.
- Manage the financial software system, including troubleshooting problems with software support.
- Review financial information, activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and/or program improvement.
- Establish and implement departmental goals, objectives, and procedures.
- Recommend levels of coverage for general property, casualty and liability insurance and coordinate selection of insurance provider.
- Actively participate in the IHLS Executive Team to assist in planning the f goals and direction of the Illinois Heartland Library System.
- Work and/or supervise any other day-to-day accounting and financial procedures as necessary.

Supervised by: Executive Director

Supervises: OCLC Coordinator/Accounts Payable Coordinator and the Accounting Specialist.

Minimum Education and Experience:

- Bachelor's degree in Accounting or finance and 3-5 years relevant experience preferred
- Bachelor's degree in Business Administration with specialization in Accounting
- 5-7 years relevant experience.
- CPA is a plus.

Licenses or Certifications Required: Valid driver's license or other certification to travel.

Knowledge, Skills, and Abilities Required:

- Strong knowledge of basic accounting principles, including fund accounting principles.
- Strong knowledge of operation and function of automated accounting software.
- Good knowledge of accounting pronouncements for general accounting and governmental fund accounting.
- Knowledge of current laws and pronouncements in the area of income and payroll taxes.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources.
- Ability to plan, administer and control budgets for contracts, equipment and supplies.
- Ability to analyze internal processes and recommend and implement procedural changes to improve operations.
- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to work in an organization that embraces customer service.
- Good oral and written communication skills.
- Ability to establish and maintain effective working relationships with other employees, department heads, public officials, and the general public.
- Ability to be timely in responding to requests.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers, member libraries and job duties.
- Ability to travel as required.

Working Conditions:

Work is usually performed in an office environment. Some evening and weekend work will be required, with occasional overnight travel.

Telecommuting:

This position allows for occasional and regular telecommuting.

Physical Effort:

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.

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- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Must be able to concentrate on detailed information over an extended period of time.
- Ability to effectively use a computer

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date

Approved June 2012
Revised June 2014