



JOB OPPORTUNITY

Fiscal Services Manager

Towson, MD

At Baltimore County Public Library, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, developing innovative learning environments, and creating gracious library spaces. We circulate over 10.7 million items and provide library services through our 19 branches, 4 mobile library vehicles, and a growing virtual online presence. If you are enthusiastic, self-motivated, and open to new ideas consider joining the Baltimore County Public Library team as a full-time **Fiscal Services Manager**.

Key Responsibilities

- Under the general direction of the Director manages the payroll, finance, and budgeting operations of the Library in alignment with Baltimore County Government fiscal guidelines.
- Maintains knowledge of, and advises library management and the Board of Library Trustees of changes in, external standards and requirements that affect the Library, such as GASB, GAAP, GAAS, grant documents, state and federal legislation, and IRS regulations.
- Manages the annual budget process by coordinating, compiling, analyzing, and presenting the annual fiscal operating budget for the Library and administering the approved budget.
- Coordinates capital budget allocations and cash drawdowns.
- Oversees the day-to-day accounting, cash management and payroll operations for the Library.
- Presents monthly and annual finance reports to the Board of Library Trustees and senior management.
- Evaluates fiscal practices, advises library management of results, recommends improvements and potential revenue opportunities, and coordinates changes as appropriate.
- Ensures records systems are maintained in accordance with generally accepted auditing standards.
- Negotiates with vendors and customers, and collaborates on major purchasing decisions.
- Establishes and maintains effective communication with Federal, State and County agencies whose laws, policies and regulations affect the library fiscal operations.
- Maintains accounting systems to ensure compliance with grant requirements.
- Reviews and approves monthly and quarterly closing entries and fiscal reports.
- Assists independent auditors in preparation of the annual audit.
- Researches, establishes, maintains and monitors internal controls and accounting policies.
- Supervises and evaluates the performance of Fiscal Services Department staff by encouraging and supporting their continued professional development and holding them accountable to department and system-wide goals.
- Serves on, or provides financial guidance to system-wide teams and the Foundation for BCPL.

Job Requirements

- MBA degree and CPA certificate and license required, plus comprehensive knowledge of finance, accounting, budgeting, purchasing, and payroll functions obtained through eight years of progressively responsible work experience and three years of supervisory experience. Knowledge of public library operations and governmental accounting and budgeting preferred.
- Ability to communicate effectively verbally and in writing and to build productive work relationships with BCPL staff, County staff, the Board of Library Trustees, and community stakeholders.
- Demonstrates initiative and effective problem solving and teamwork skills.
- Experience using technology including Microsoft applications and budgeting, accounting, and payroll software.
- Must pass a post offer criminal background check and physical/drug screen.

We offer an excellent benefit package that includes 4 weeks of vacation, sick and personal leave, subsidized health care options, pension eligibility, and related benefits. Annualized Salary Range: \$91,463 - \$105,891, commensurate with experience.

To apply:

Send an email to humres@bcpl.net and attach two documents: 1) a completed BCPL employment application which you can find on our website www.bcpl.jobs and 2) your cover letter and resume as one PDF document. Include your last name in the title of the documents. Indicate the job title **Fiscal Services Manager** in the subject line of your email.

Documents must be received by: **February 28, 2018**

Vacancy #: **2018-089**