

EXTENSION LIBRARY DISTRICT OF HURON COUNTY
Job Description
FISCAL OFFICER

Department: Administration

Reports to: Library Board of Trustees

Supervises: Deputy Fiscal Officer

Description: The Fiscal Officer serves as the fiscal officer of the Library. The Fiscal Officer maintains accurate accounts of all funds and ensures all financial and human resources operations comply with statutes governing Libraries. The Fiscal Officer makes investments per Library Board of Trustees policies. The Fiscal Officer works closely with the Library Director on the budget and control of funds.

Responsibilities include but are not limited to:

1. Know and apply the local, state and federal statutory requirements relating to libraries. Review State Auditor bulletins and highlight to share with the Library Director sections relating to libraries.
2. Assist Library Board of Trustees and Library Director in the preparation of the general and special fund budgets and oversee the distribution of budgeted funds.
3. Set up and maintain financial records; monitor financial reports for budget management.
4. Prepare and submit fiscal reports to federal, state and local governments and other agencies as required by law. Publish the Library's annual financial report.
5. Prepare and distribute quarterly purchase orders for all regular expenditures such as utilities, branch material allowances, building maintenance, etc. the first week of each quarter.
6. Oversee collection of daily receipts and placement in Board approved depositories in a timely manner as prescribed by law.
7. Transfer funds within board approved depository accounts to maximize interest.
8. Reconcile packing slips with invoices and prepare checks.
9. Balance checks and bank statements to reach accord with cash journal.
10. Provide the Library Director with a weekly review of office operations.
11. Prepare monthly packets for the Library board meetings. Distribute to the Library Director and Board of Trustees copies of the packets which include finance and circulation reports, meeting minutes, and other reports as requested. Packets must be distributed in a timely manner as prescribed in the By-Laws.
12. Attend monthly board meetings; act as recording secretary, including preparing the minutes for distribution.

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13. Maintain files of all Board meeting records and the official minute record books. Prepare a yearly index of the Board resolutions.
14. Provide the Library Board of Trustees with a year-end financial statement showing the receipts and expenditures in detail and report of the breakdown of individual fund activity.
15. Recommend investments of funds to the Library Board of Trustees.
- 16.. Perform payroll functions, including appropriate tax, statutory, PERS and authorized deductions; and maintain payroll and leave records. File all payroll related forms with appropriate agencies.
- 17.. Monitor and maintain health and supplemental insurance coverage. Make payroll deductions for supplemental insurance and health insurance premiums that exceed approved allowances.
18. Handle Bureau of Worker's Compensation coverage and claims.
19. Make regular visit to branches to review daily financial procedures, answer payroll concerns, and discuss budgetary needs.
20. Communicate financial and payroll information to employees as needed.
21. Supervise Deputy Fiscal Officer
22. Supervise the Library's property, liability and fiduciary insurance programs.
23. Assist the Director with evaluation of insurance plans.
24. Assist with preparation and review of specifications and other documents for biddable purchases, grants and donation solicitations.
25. Maintain inventory of fixed assets.
26. Attend training workshops as required by the state auditor, state library or Library Director.
27. Join and participate in the Ohio Library Council.
28. Promote a positive image of the library.
29. Publicly support the Library Board of Trustees, the Library Director, and library policies.
30. Perform other related duties as required.

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Library Wide Standards:

Demonstrates initiative, is a self-starter.

Demonstrates ability to focus on details.

Actively cooperates and works effectively with others, promotes teamwork, shares information, and works to resolve conflicts, as appropriate.

Adheres to Library policies, procedures and standard practices.

Behaves in a professional manner.

Demonstrates ability to organize work and to carry through established procedures. Performs duties in a courteous and friendly manner.

Have reliable transportation to agencies within and outside of the library system.

Ability to develop good rapport with library patrons.

Knowledge, Skills and Abilities:

Ability to secure adequate bonding.

Familiarity with budgeting, library finance, and fund accounting practices.

Familiarity with human resources practices and laws.

Ability to learn about and effectively use computers and other technology as required.

Ability to operate standard office equipment, such as copiers and fax machines.

Ability to exercise independent judgment, reliability, and maintain confidential integrity as required.

Ability to accurately interpret library rules and regulations as found in the Ohio Library Council Public Library Accounting Handbook.

Possesses strong communication and public relations skills.

Ability to maintain a close working relationship with Trustees, the Director and library employees.

Flexible, hard-working and detail oriented.

Ability to organize and maintain accurate records.

Familiar with current developments and trends in accounting as it relates to libraries.

Ability to handle a frequently bustling position with numerous interruptions.

Physical stamina is required to occasionally unload boxes, to push and pull loaded book carts and other library equipment and materials. Physical activity includes, but is not limited to, prolonged periods of sitting, as well as periods of standing, mobility, stretching, bending and stooping.

Minimum Experience and Training:

Associate degree in accounting/bookkeeping or four years accounting/bookkeeping experience.

Course work or experience in human resources.

Must be able to use a personal computer.

Experience working with accounting software.

Additional Qualifications Preferred:

Prior public library work experience. Prior accounting/bookkeeping experience. Prior human resources experience. Work experience with QuickBook Pro accounting software, an automated library system, OPLIN and other technologies. Evidence of continued interest in the field of library finance and human resources.