



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

Job Title: Deputy Fiscal Officer

Immediate Supervisor: Fiscal Officer

Positions Supervised: None

FLSA Status: Full-time (38 hrs/week), Non-Exempt

Position Summary:

Under the general supervision of the Fiscal Officer, the Deputy Fiscal Officer assists with the fiscal management of library funds by following legal and procedural regulations. The Deputy Fiscal Officer also acts as Secretary of the Board of Trustees

Primary Functions:

- **Personnel**
 - Assists with the implementation of annual insurance renewals.
 - Assists in payroll processing, using time management and payroll processing systems, overseeing payroll withholdings, and maintaining payroll information.
- **Accounts Payable**
 - Manages accounts payable functions, including auditing of requisition and invoices, entering and printing of purchase orders, entering invoices for payments, and maintaining accounts payable files.
 - Resolves issues with vendors.
- **Deposits and Banking**
 - Receives, counts, balances, and deposits library funds and maintains files of deposit records.
 - With the assistance of the Executive Director, oversees library investments in the absence of the Fiscal Officer.
 - Balances bank accounts at end of each month.
- **Board Secretary Duties**
 - Posts notices of all Board meetings per Ohio Sunshine Law
 - Arranges for meeting rooms for all meetings
 - Prepares, distributes, organizes and maintains Board records and correspondence
 - Prepares and distributes materials for Board meetings
 - Attends all regular Board meetings; Takes and transcribes minutes
 - Records all Board decisions



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- **Other**
 - As needed, acts as back-up to the Fiscal Officer in her absence to assure continued day-to-day fiscal operations of the library. Serves as Treasurer of library funds when the Fiscal Officer is unavailable.
 - Provides administrative support to the Fiscal Officer and Executive Director, including but not limited to, typing reports, writing and sending correspondence, and typing grant applications.
 - Acts as back up to the Facilities Manager in the oversight of meeting room requests, as well as facilities inquiries, as needed.
 - Orders and distributes office supplies for the library and maintains supply inventory.
 - Attends all Finance Committee meetings.
 - Miscellaneous tasks as may occur and as assigned by Fiscal Officer or Executive Director.

Required Experience, Skills, Knowledge and Abilities:

- Proficiency in Microsoft Office products and accounting software required.
- Must qualify to be bonded.
- Ability to work with and maintain detailed, accurate accounting of all library financial transactions and personnel records. Must be able to meet deadlines.
- Knowledge of administrative policies governing public entity financial practices and procedures.
- Advanced problem-solving skills required to address complex issues that may arise in the financial accounting of the Library. Must be able to set priorities and work independently.
- Exceptional judgment and discretion required for handling Library funds and personnel information. Ability to maintain absolute confidentiality.
- Excellent communication skills, both verbal and written.

Education:

- Bachelor's degree in business or accounting preferred or a high school diploma with at least seven years of experience in like or similar work.