

Bexley Public Library
Position Description

Position Title:	FISCAL OFFICER
FLSA Status:	Exempt
Reports to:	Library Board of Trustees
Department:	Administration
Salary Range:	Set by Board
Last Revision:	September 2020

POSITION SUMMARY

The Fiscal Officer serves as the treasurer for and reports to the Board of Trustees pursuant to Ohio Revised Code. The Fiscal Officer oversees the day-to-day financial operations of the Library providing a high level of customer service to staff and vendors. This position ensures that all financial operations comply with statutes of the State of Ohio, state auditing requirements, federal and local laws, sound financial practices, and the policies and decisions of the Board of Trustees. Works in conjunction with the Library Director for purposes of daily operations and serves as a member of the administrative team.

PRIMARY ESSENTIAL FUNCTIONS:

1. Plans, directs, implements, and evaluates all the financial operational activities and objectives of the Library to ensure sound fiscal controls.
2. Recommends fiscal and operational policies as well as advises the Board of Trustees and the Library Director on fiscal matters; prepares formal Board documents and resolutions in conjunction with the Library Director; recommends fiscal policy; provides additional financial reports as requested; works with the Board of Trustees and the Library Director on financial information for levy campaigns.
3. Manages the Library's financial and payroll automated systems. Includes all aspects of payroll, purchasing, accounts payable, accounts receivable, revenue, and general ledger. Maintains financial records in accordance with Chapter 117-4, OH Administrative Code.
4. Tracks and oversees fixed asset inventory, grant receipt and spending, all public bid processes, including recommendation on bid acceptances, and reviews and negotiates contracts.
5. Responsible for maintaining the appropriate commercial library insurance coverage, the financial disaster recovery plan, the annual budget process, including long-term budgetary plan, the Request for Proposal process, and the biennium audit.
6. Ensures adequate cash flow to meet the Library's needs; manages investments of active and interim funds at the Board's direction.
7. Ensures the Library complies with legal and regulatory requirements.
8. May oversee operations in the absence of the Library Director.

ADDITIONAL RESPONSIBILITIES:

9. Partners with Human Resources and the Library Director on benefit renewal costs, new hire processing, Ohio Deferred Compensation and OPERS employee changes, accrued time off, and separation of employment, etc. as they impact payroll.
10. Attends Library Board meetings and appropriate committee meetings; serves as board member to the Library's Public Record Commission; services as liaison to the Board Finance Committee.
11. Develops, evaluates, and implements appropriate internal control procedures.
12. Keeps abreast of current trends and new professional techniques; participates in activities of professional library and related organizations.
13. May respond to patron or general public inquiries in accordance with Library policy and in a manner to enhance the reputation of the Library. Effectively communicates the Library's financial picture to the Library Director, Board, staff, residents, and patrons.
14. Follows Library safety and emergency policies and procedures.
15. Supports special projects as assigned

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

1. Advanced knowledge of government accounting principles, practices, and procedures.
2. Knowledge of state and federal law relating to the financial management and the investment of public funds, generally accepted accounting principles, fund and cash-basis accounting, and financial planning.
3. Knowledge of and understanding of the Library's statutory requirements and powers as authorized by the Ohio Revised Code (Section 3375), Ohio Administrative Code, opinions of the Attorney General, and applicable laws and regulations.
4. Excellence in the use of spreadsheet software and computerized accounting and payroll systems.
5. Effective interpersonal and verbal/written communication skills.
6. Ability to plan, schedule, and organize work; meet deadlines.
7. Demonstrated leadership skills, including: the ability to serve as a role model, demonstrate sound judgment, resolve problems and conflicts equitably, and participate as a productive and positive team member.
8. Ability to define problems, collect data, establish facts and draw valid conclusions.
9. Appreciation for confidentiality as it relates to future plans and personnel actions; utmost personal and professional integrity.
10. Ability to support the Library's mission, vision, and culture and develop an understanding of the Library's policies and procedures.
11. Valid driver's license and proof of insurance required.

EDUCATION & EXPERIENCE:

1. Bachelor's degree with emphasis in accounting, business administration, public administration, or related field.
2. Minimum of 3 years of related governmental accounting experience.
3. Certification and bonding as required by law.

PHYSICAL DEMANDS & ENVIRONMENTAL CONDITIONS:

Ability to sit and use a computer for extended periods and operate standard office equipment, daily for extended periods of time. Ability to regain focus with frequent interruptions and distractions. Ability to lift and move up to thirty (30) pounds, occasionally. Travel by automobile, occasionally. Majority of work is performed in general office environment. Requires availability for extended hours, as needed, (occasional weekend or evening hours), and periodic attendance at events or meetings.

SCHEDULE:

Full-time schedule (30-40 hours/week), exempt position including some evenings and weekends.

SALARY:

Salary range \$65,000 – \$90,000; starting commensurate with experience and final schedule.

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Bexley Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of this position.