



Job Title
Fiscal Officer

FLSA Classification
Exempt

Salary Range
Manager

Reports to
Board of Trustees

Date Approved
05/2023

JOB DESCRIPTION

Summary/objective

Under administrative direction, the Fiscal Officer is responsible for the financial accounting operations of the library, coordinates procedures with the Director and ensures that all financial accounting operations comply with state and local laws, the directives of the State Auditor and the policies and decisions of the Board of Trustees.

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Allocates funds based upon availability and needs
- Organizes, prioritizes and coordinates multiple tasks
- Defines problems, collects data, establishes facts and draws valid conclusions
- Demonstrates knowledge of budget development and administration
- Abides by the Public Records Commission requirements and Ohio Tax Codes
- Presents a positive, professional image to the public
- Interacts and responds appropriately to patrons and staff
- Develops and maintains effective working relationships with the Board of Trustees, Director and employees
- Maintains confidentiality

Accounting responsibilities (35%)

- Develops and maintains a system of internal accounting controls
- Implements accounting system changes, as necessary
- Oversees the automated accounting and business management system
- Reviews daily accounting transactions and makes necessary adjustments to financial records
- Reviews purchase orders and certifies fund availability
- Prepares and mails checks and ensures that invoices are paid against proper purchase orders and that all documentation is verified
- Reconciles bank statement

Payroll responsibilities (20%)

- Oversees the payroll process
- Ensures the appropriate processing of payroll checks
- Maintains employee and system master payroll data
- Prepares required reports and payments
- Maintains records related to payroll processes and procedures
- Keeps abreast of legal requirements

Budget Accounting responsibilities (10%)

- Provides information and advice on the financial condition of the library to the Board of Trustees and the Director
- Assists the Director and Board of Trustees in making sound financial decisions
- Provides data and assists the Director in the preparation of the annual budget and appropriations document
- Monitors line item appropriations and notifies Director of unanticipated spending patterns
- Prepares and modifies annual appropriation resolution, as necessary
- Approves encumbrances to ensure budgetary control
- Monitors line item appropriations

Custody of Funds responsibilities (10%)

- Receives and deposits library funds in the authorized depository
- Invests funds to maximize interest
- Monitors fund balances and recommends transfers and advances, as necessary
- Expends money as approved by the Board of Trustees

Records and Reports responsibilities (15%)

- Maintains financial records of funds in accordance with state auditing requirements
- Ensures accurate maintenance of financial records
- Executes and signs all fiscal reports on a timely basis, as required
- Prepares monthly and yearly financial statements for the Board of Trustees
- Prepares annual financial report for the State Auditor's office
- Publishes the annual financial report
- Provides information and supporting documentation to auditors during the state audit
- Oversees Records Retention and Destruction

Miscellaneous responsibilities (10%)

- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars, in-service training sessions and service on temporary committees.

Work environment

The Fiscal Officer may be required to work a flexible schedule, including evenings and weekends

Required education and experience

- Bachelor's Degree in accounting, finance or related field and financial experience; or an equivalent combination of education, training and experience

Preferred education and experience

- Experience in public libraries or other relevant work experience

EEO statement

The Findlay-Hancock County Public Library is an Equal Opportunity Employer

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Acknowledgement of Receipt

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee_____

Date_____