

The Kingsville Public Library is seeking an individual to fill the position of Fiscal Officer.

**POSITION SUMMARY:** Serves as the Financial Officer for the Kingsville Public Library in accordance with federal, state and local laws and regulations, the directives of the Auditor of the State of Ohio, and the policies and decisions of the Kingsville Public Library Board of Trustees. Keeps the financial records of Library funds in accordance with Chapter 117 of the Ohio Administrative Code the Ohio Revised Code, the Ohio Revised Code and all applicable federal and local regulations. These requirements mandate internal control mechanisms which include an encumbrance-based accounting system based upon budgeted appropriations and purchase order and voucher controls, treasury management, monthly financial reporting and biennial audits.

**RESPONSIBLE TO:** Board of Trustees

**SCHEDULE:** Part-Time up to 25 hours weekly

**RATE OF PAY:** Commensurate with finance experience.

**APPLICATION DEADLINE:** Open until filled.

**APPLICATION PROCEDURE:** For consideration, applicants must email a resume including a cover letter and (3) three professional references to: [kadyinfield@gmail.com](mailto:kadyinfield@gmail.com)

### **ESSENTIAL JOB FUNCTIONS:**

#### **Responsibility to the Board of Trustees**

- Prepares monthly financial reports for board meetings showing revenues, receipts, expenditures, and assets and liabilities; provides any financial analysis upon request by the Board.
- Attends all Board meetings and other meetings as required.
- At the close of the fiscal year, provide the Board with a complete financial statement showing the receipts and expenditures in detail for the entire year.
- Provides accurate monthly, yearly, and ad hoc financial reports and statements to the Board of Trustees and library administration.
- Serves as Records Retention Administrator, establishing a records retention policy; maintains and organizes paper and digital records and disposes of records in a timely fashion.
- Collaborates with County Budget Committee, County Prosecutor's Office, Auditor of State's Offices, vendors and contractors on behalf of the Library.

# JOB POSTING

## Fiscal Officer

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- Attends professional development training with various outside groups, which include the Ohio Library Council, Ohio Library Fiscal Officer's Association, OPERS, regulatory agencies, vendors, and user groups.
- Assumes additional responsibilities and performs special projects as needed or directed by the Board of Trustees or required by law.

### **Accounting Responsibilities**

- Keeps the financial records of funds in accordance with the requirements of the Auditor of State
- Prepares annual financial statements as required by the State Auditor of Ohio and various public agencies by the established deadlines.
- Oversees credit card usage and receipt of all funds making deposits in a timely manner in the authorized depository.
- As authorized by the Board, issues monthly payables digitally or by checks (warrants) which are signed by the Fiscal Officer and Library Board Officer.
- Monitors certificate of deposits and savings accounts and performs all banking duties.
- Prepares and approves purchase orders; monitors individual cost accounts for budget balances; transfers account balances as directed by the Board; verifies invoices against purchase orders; resolves discrepancies; runs and edits vouchers weekly; encumbers necessary funds.
- Maintains all payroll and fringe benefits records in compliance with the provisions of the Ohio Revised Code (ORC) and applicable federal, state, and local regulations.
- Prepares and is the official custodian of human resources/payroll files and compensation notifications
- Advises the Board in matters in investment and handles all investments as approved by the Board.
- Knows and understands the library statutory requirements and powers as authorized in the Ohio Revised Code (ORC), opinions of the State Attorney General, and applicable federal laws and regulations, keeping the board informed of changes which affect the library.
- Prepares the budget, appropriations, and resolutions in collaboration with the Director and Department Heads
- Conducts audit preparation for the biennial audit.
- Implements recommendations from the biennial audit.
- Works with library administration to gather data to prepare and present annual tax budgets, annual financial reports, appropriation budgets, long-term financial projections and specialized budgets for staffing needs or funding source reporting.
- Produces specialized reports for benefits, salary surveys, tax reporting, regulatory agencies, and ad hoc reporting for third parties.
- Reviews contracts, business practices, and accounting procedures and makes recommendations to the Board.

### **Human Resources/Payroll**

- Processes employee applications for insurance; processes disability, workers compensation, and OPERS forms; responds to employee inquiries regarding benefits.
- Maintains current and accurate personnel records, covering leave, health insurance, OPERS and other payroll deductions; processes and verifies payroll; remits contributions, deductions and taxes, as required; tracks sick bank, PTO, leave of absence, and hours worked for employees.
- Oversees the library's benefits and insurance programs.

### **Administrative Responsibilities**

- Maintains a harmonious relationship with the Director, other staff members, and the public.
- Works closely with the Library Director as a member of the administrative team.
- Works with the Director to provide information on the financial condition of the Library, funds available and to advise the Board of same.
- Works with Library Director to monitor funding from various outside organizations such as the Friends and Library, grants, and memorial donations.
- Confers with the Director & Finance Committee regarding any revised goals and special needs that should be incorporated in the proposed Temporary Appropriations Resolution prior to the December meeting.
- Makes public notice when applicable.
- Responds to public record requests.
- Represents the Library to the County Treasurer, County Auditor, and Auditor of State
- Assists the Library Director in carrying out the directives of the Board of Trustees.

### **MINIMUM QUALIFICATIONS:**

- An Associate's degree in accounting or applicable experience.
- Proficiency in use of automated financial data processing systems (Uniform Accounting Network (UAN) preferred), and Office 365.
- Experience preferred with Fund Accounting, Payroll and HR, especially employee benefit management.
- Demonstrated strategic planning and budgetary experience.
- Successful completion of BCI/FBI criminal background check, credit check, proof of auto liability insurance and must meet bonding requirements for a minimum of \$50,000 by a Board approved agency.



# Job Posting

## Fiscal Officer

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- Must be able to work both independently and as a team member.
- Must have dependable transportation and a valid Driver's license. Travel may be required for professional development training or meetings.

### **PHYSICAL REQUIREMENTS:**

- Ability to stoop, bend, kneel, climb step stools, and stretch to retrieve documents from shelving/storage areas. Sits for long periods.
- Using stairs to access all floors of library buildings.
- Ability to lift and carry at least 25 pounds.
- Regularly operate computers, phones and office equipment that may have repetitive actions; read a computer screen and print materials.

### **Decision Making Authority:**

Operates under the general direction of the Board of Trustees and in accordance with the laws of the State of Ohio. Has the authority to make decisions regarding the financial activity of the library within the limits of Board Policy.

**Kingsville Public Library**  
Job Description – Fiscal Officer  
Revise and Updated May 2025