



Guernsey County District Public Library

Fiscal Officer **Full Time**

Job Description

Department: Crossroads Branch

Reports to: Board of Trustees

Pay Grade/Classification: TBD

Effective Date: 6/23/2025

Knowledge, Skills, and Abilities:

- Knowledge of governmental bookkeeping, accounting, and computer operations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to plan, schedule, and organize work for effectiveness and efficiency.
- Ability to prepare meaningful, concise, and accurate reports.
- Ability to communicate effectively in written or oral forms.
- Possesses interpersonal skills, including ability to work with all library stakeholders.
- Demonstrates dependability.
- Ability to work as a team member in achieving the library's goals and missions.
- Demonstrates personal and professional integrity.
- Ability to maintain confidentiality and use appropriate judgement in handling information and records.
- Ability to resolve complex problems and multitask to meet pending deadlines.
- Ability to work independently and with minimal direction.

Responsibilities and Duties:

The Fiscal Officer for the Guernsey County District Public Library serves the Library's Board of Trustees in accordance with federal, state, and local laws and regulations, the directives of the auditor of the State of Ohio, and the decisions and policies of the Library's Board of Trustees.

- Oversees the automated accounting system and serves as liaison to the accounting system hardware and software vendors.
- Controls financial transactions within the approved budget, including issuing purchase orders, verifying and paying of invoices, and writing and disbursing of checks.
- Attends all regular meetings of the Board of Trustees and other meetings as required.
- Writes Board meeting minutes when requested and maintains minute book.
- Works with the Director to prepare and mail Board meeting information, including the agenda, minutes, financial reports, etc., in a timely manner.

- Works to ensure Library is compliant with all “Sunshine Laws” of the State of Ohio.
- Prepares a monthly financial report for presentation at Board meetings as well as year-end annual reports.
- Prepares financial analysis at the Board’s or Director’s request.
- Provides information and supporting documents to auditors during financial audit.
- Reviews contracts, business practices, and accounting procedures and makes recommendations to the Board.
- Prepares special correspondence that is outside the purview of the Board secretary.
- Keeps the financial records of the library funds in accordance with Chapter 117-4 of the Ohio Administrative Code, which lists the requirements of the Auditor of the State of Ohio
- Trains, supervises, and reviews the work of the Deputy Fiscal Officer.
- Participates in regular meetings of Administrative Team.
- Pursues all relevant continuing education opportunities to better serve the Board and the Library.
- Ensures that all financial records are maintained accurately.
- Ensures proper disposal of eligible records as determined by Trustees’ approved Records Retention Policy.
- Receives and deposits all Library funds in approved depositories.
- Manages the investment of active and interim funds at the Board’s direction.
- Pays out money by checks signed by Fiscal Officer, Deputy Fiscal Officer, or Director and one of the following Board officers: President, Vice President, or Secretary.
- Processes all payroll, fringe benefits, and retirement system payments in compliance with the Ohio Revised Code and applicable federal, state, and local regulations.
- Maintains a permanent file of payroll, fringe benefit, and retirement system records as mandated by law and good business practice.
- Prepares and files all fiscal and payroll reports to federal, state, and local authorities in a timely manner.
- Works with the Director in preparation of the annual appropriations resolution and proposed budget.
- Works with the Director as a member of the Administrative Team to provide information and counsel on the present and projected financial condition of the library.
- Advises the Director on the formation of Library fiscal policy, as appropriate.
- Completes monthly bank reconciliations.
- Assists the Director in matters of human resources and library administration.
- Liaison with legal counsel as needed.
- Implements accounting system changes.
- Knows the Library statutory requirements and powers as authorized in the Ohio Revised Code, the opinions of the Ohio Attorney General, and other federal, state, and local laws and, regulations.
- Performs additional duties as assigned by the Board of Trustees.

SPECIAL REQUIREMENTS

- Successful completion of background check.
- Valid State of Ohio driver’s license.

PHYSICAL DEMANDS

- Periodic to occasional travel by automobile is required for position responsibilities.
- Manual dexterity and physical ability to perform tasks (repeated lifting weights up to 25 pounds, continual standing, reaching, bending and walking).

This job description is not intended to be a complete list of all the responsibilities, duties, or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the Guernsey County District Public Library.