



Job Title: Fiscal Officer
Effective Date: December 2022
Classification: Professional/Management
Pay Grade: 53 .50 FTE (20 hours/week)

Position within the library organization: Professional position responsible for financial management and reporting under the direction of the Library Board of Trustees and in cooperation with the Director.

Purpose of position: Responsible for the fiscal control and management of the library in accordance with state statutes and audit requirements as defined in Chapter 117-4 of the Ohio Administrative Code. Coordinates the financial reporting and purchasing activities of the Library. Provides executive leadership and general management oversight in accordance with the goals, mission and values of the library.

Reporting Relationships: Reports to Board of Trustees.

Performance Standards: Practices positive public relations and performs duties in a friendly and courteous manner and maintains professional behavior in all interactions. Demonstrates understanding of basic library routines and adheres to Library policies and procedures. Cooperates with other staff, promotes teamwork, shares information and resolves conflict. Demonstrates adaptability to Library needs.

Responsibilities: Makes recommendations to Director and Board of Trustees for contracting of outside individuals or firms to provide support for the organization's financial management.

Duties

The following responsibilities are intended to provide an overview of duties associated with the position, not an exhaustive list of specific requirements. Employees will be expected to perform related duties associated with the purpose of their position not described here.

Financial Management: Provides analysis of current financial condition of library system to Board of Trustees and Director on a monthly basis and analysis of projected financial position to Director and Board of Trustees on a periodic basis. Maintains financial records of the library system in accordance with Chapter 117-4, Ohio Administrative Code, as required by the Auditor of State. Assists Director in budget development and related matters. Assists as liaison with legal counsel when appropriate. Invests active, interim, and inactive funds in state law approved depositories and funds. Researches and works with legal counsel in connection with library borrowings. Certifies funds available for encumbrances within provisions of Ohio Revised Code, in connection with purchasing activities and contracts. Provides, completes, and files tax and financial reports in a timely manner in accordance with local, state and federal regulations. Receives and oversees deposits (in authorized accounts) all library funds. Disburses monies. Maintains all payroll records in compliance with local, state and federal regulations. Supervises production of payroll. Provides internal financial and budget reporting to management staff.

Page 2 of 2 – Fiscal Officer

Attends all regular meetings of the Board of Trustees and special meetings as required. Follows all necessary procedures when dealing with special projects such as building programs, levy campaigns, grants, etc. Serves on a cybersecurity committee.

Professional Development: Participates in professional organizations for library and accounting fields. Pursues training in appropriate technology, library, and management areas at library expense.

Knowledge, Skills and Abilities

Basic Competencies:

Knowledge of (GAAP) generally accepted accounting principles, ethics and accountability.

Knowledge of Uniformed Accounting Network (UAN).

Knowledge of QuickBooks software or ability to learn QuickBooks desktop and QuickBooks online software.

Knowledge of state auditing requirements; financial planning and record keeping; public finance; investment of funds; local, state and federal tax laws; and procurement procedures.

Knowledge of budgetary accounting and payroll software; word processing, database and spreadsheet software.

Skill in budget development and administration.

Ability to learn bond and tax levy financing.

Ability to direct financial planning, including the preparation of governmental budgets and financial reports in conformance with GAAP, State Auditor and/or State Library specifications.

Ability to Interact in a consistent, friendly, professional and effective manner with Board of Trustees, Director, Management and subordinate staff, government officials, vendors and the public.

Ability use independent judgment; handle multiple priorities; interpret and apply law, regulations and policies; work independently; define problems, collect data, establish facts and draw valid conclusions to make objective decisions affecting the fiscal operations of the Library.

Special Competencies:

Ability to learn library procedures, policies and philosophies.

Ability to meet the requirements for bonding.

Education and Experience

Required:

Associate's Degree with special training in accounting. Minimum of three years of appropriate financial management experience.

Desired:

Bachelor's degree in business or accounting and three or more years of progressively more responsible accounting and budgeting experience, preferably in the administration of a governmental fund accounting system in an automated environment.