



Job Description

TITLE: Fiscal Officer

SUMMARY:

Under daily administrative direction by the Library Board of Trustees, the Fiscal Officer has statutory responsibilities for all library funds and ensures that all financial operations comply with statutes of the State of Ohio, state auditing requirements, sound financial practices and the policies and decisions of the Board of Trustees. The Fiscal Officer also directs the business and payroll functions of the library. The Fiscal Officer does also work closely with the Director as this relationship is essential to the success of the library.

Position is part-time, variable hours.

FUNCTIONS AND RESPONSIBILITIES:

ACCOUNTING

- Develops and maintains a system of internal accounting controls
- Implements accounting system changes, as necessary
- Oversee 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 order and that all documentation is verified
- Reconciles bank statement

PAYROLL

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

BUDGET ACCOUNTING

- Provides information and advice on financial condition of the library to the Board and Director
- Assists the Director and Board of Trustees in making sound financial decisions

- Provides data and assists Director in preparation of the annual budget and appropriations document
- Monitors line-item appropriations and notifies the Director of unanticipated spending patterns
- Prepares and modifies annual appropriation resolution, as necessary
- Approves encumbrances to ensure budgetary control

CUSTODY OF FUNDS

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

RECORDS AND REPORTS

- Maintains financial records of funds in accordance with state auditing requirements
- Ensures accurate maintenance of financial records
- Maintains personnel and medical records in compliance with the requirements of the Ohio Revised Code and other applicable laws
- 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

- Attends meetings and serves on temporary committees, as requested
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- Handles Board Packets and Meeting Minutes of the Board of Trustees
- Performs additional duties and assignments, as required

QUALIFICATION CRITERIA:

Bachelor's degree in accounting, finance or related field and a minimum of three (3) years of financial experience; or an equivalent combination of education, training, and experience. Must have proficiency in the use of automated financial data processing systems and computers; familiarity with financial software will be considered a plus.

KNOWLEDGE AND SKILLS:

- Library policies and procedures
- Library services and office locations
- Library laws and regulations
- Financial planning
- Generally accepted accounting principles
- State auditing requirements

- Financial recordkeeping
- Budget development and administration
- Competitive bidding requirements
- Budgetary accounting software
- Payroll software
- Word processing software
- Spreadsheet Software
- Allocate funds based upon availability and needs
- Organize, prioritize, and coordinate multiple tasks
- Define problems, collect data, establish facts, and draw valid conclusions
- Present a positive, professional image to the public
- Interact and respond appropriately to patrons and staff
- Develop and maintain effective working relationships with the Board of Trustees, Director, and employees
- Communicate effectively in written and oral form
- Maintain confidentiality

WORK ENVIRONMENT:

The Fiscal Officer may be required to work a flexible schedule.

AFFIRMATIVE ACTION/EEO STATEMENT:

The Kaubisch Memorial Public Library is an Equal Opportunity Employer.