

Position Description

Fiscal Officer

Contractual Position

Department: Administration

Pay Range: \$ 29.10 - \$43.70 (Salary Position)

Supervisor: Board of Trustees



Hours of Work: 20–24 hrs. (Assigned by Contract)

Training Period: 90 Day / 180 Days

Summary

This position serves as Chief Fiscal Officer of the library and ensures that all financial operations comply with statutes of the State of Ohio, state auditing requirements, sound financial practices and policies and decisions of the Board of Trustees.

The Fiscal Officer coordinates with the Director: finance, payroll, employee benefits, building insurance, health insurance, and telecommunications activities of the library. The Fiscal Officer completes necessary reporting with the State Library and Auditor of State, and other such activities as may be deemed necessary for efficient fiscal operation.

The Fiscal Officer must meet bonding requirements for this position and present evidence of surety bond per Ohio Revised Code Sec. 3375.32 (or its successor legislation) and proof of completion of required continuing education units annually to the Board to realize continued employment.

Qualifications

Education & Experience

- Associate Degree with emphasis on accounting or business finance (Bachelor's degree preferred).
- Three or more years of governmental accounting (GAAP) and budgeting experience.
- Knowledge of Fund Accounting working in an automated environment.
- Knowledge of federal, state, & local law pertinent to fiscal operations & requirements.
- Must meet bonding requirements.
- Within 6 Months of hire, attain State of Ohio Fiscal Officer Certification in accordance with the Fiscal Integrity Act, and maintain that Certification for the duration of employment.

Desirable in new hires

- Experience with Uniform Accounting Network software and procedures.
- Public Library experience; and knowledge of public library accounting and law in the State of Ohio.
- Valid Ohio Driver's License and a reliable vehicle.
- Knowledge of Public Relations as it affects library operations and public perception.

Core Competencies

- **Adaptability** - The ability to adjust to changing situations.
- **Advocacy** - The ability to promote and support the fundamental purpose of the public library.
- **Communication** - The ability, through both verbal and written methods, to provide concise, timely, and accurate information, internally and externally, among all organizational levels and with all appropriate people.
- **Contracts and Negotiation** - Maintains awareness of products and services and seeks to negotiate terms favorable to the library and its users.

- **Customer Service** - The ability to efficiently, effectively and positively meet the library needs of internal and external customers.
- **Equity, Diversity, and Inclusion** - The commitment to interact appropriately, fairly, and equitably with all; the ability to demonstrate and foster respect for all individuals and points of view; the understanding and proactive reduction of barriers to library use.
- **Ethics** - The knowledge of and compliance with Ohio Ethics Law and the basic ethics and values of library service.
- **Fiscal Operations** - The knowledge of and ability to manage relevant sources of funding, develop a budget, and forecast and monitor revenues and expenditures.
- **Organizational Awareness** - The knowledge of and ability to support the library's mission, vision, culture, and structure; a comprehensive awareness of the library's policies and procedures.
- **Personal Organization** - The ability to identify and prioritize work needs.
- **Policies and Procedures** - The ability to develop and implement library policies and procedures.
- **Problem Solving** - The ability to assess situations and troubleshoot to identify effective solutions.
- **Project Management** - The ability to determine scope and requirements of a project, coordinate and schedule activities, control resources, and identify and control risk for quality project completion.
- **Records Management** - The ability to organize and maintain library records per an approved record retention schedule for easy access to all relevant data; the ability to generate many different types of reports to facilitate library planning and operations.
- **Strategic Planning** - The ability to anticipate and predict internal and external changes, trends, and influences to effectively allocate resources and implement appropriate library initiatives.
- **Teamwork** - The ability to work collaboratively with others to achieve organizational goals and objectives.

Working Conditions

Essential Activities

- Completion of duties under administrative supervision.
- In person and electronic communication with coworkers and patrons.
- Review and creation of correspondence, reports, and related material both electronic and print.
- Movement throughout assigned work locations to interact with materials, patrons, & coworkers.
- Maintenance of a stationary position during shift as needed.
- Operation of telephones, fax machines, copiers, microfilm readers, computers, and the library automation system.
- Movement of items & equipment weighing 30 pounds.
- Accessing files and other materials in cupboards & cabinets up to six feet in height.

Illustrative Duties

Financial Administration and Compliance

- Maintain the central accounting system in accordance with the State Uniform Accounting System and Chapter 117-2 of the Ohio Administrative Code (or its successor legislation), producing all required financial, cost, and statistical data.
- Keep the official accounts of all library funds on approved forms and ensure expenditures remain within authorized appropriations.
- Receive and deposit library funds in approved depositories; disburse funds via properly authorized checks.

- Manage investments of active and interim funds in accordance with the Library's investment policy.
- Review contracts, business practices, and accounting procedures, and provide recommendations to the Board.
- Develop, revise, and implement accounting, internal control, and internal reporting procedures.
- Prepare all required fiscal, financial, and payroll reports for federal, state, and local authorities.
- Prepare and publish the annual financial report for the Board and the State Auditor, including required public notice.

Payroll, Benefits, and Records Management

- Process payroll, fringe benefits, and retirement system payments in compliance with the Ohio Revised Code and applicable regulations.
- Maintain permanent payroll, benefit, and retirement records as required by law.
- Act as Liaison with the Stark County Schools' Council of Governments / current insurance provider.
- Assists staff with insurance matters and manages new, open, & special enrollment processes.
- Administer records management responsibilities, including annual applications for disposal of obsolete records and preparation of retention schedules for Library Records Commission review.

Budgeting, Forecasting, and Strategic Planning

- Work with the Director on preparation of the annual appropriations resolution and proposed budget.
- Develop multiyear financial forecasts and comprehensive financial plans aligned with the Strategic Plan and Technology Plan.
- Provide the administrative team with financial counsel regarding the library's present and projected fiscal condition.

Reporting to the Board of Trustees

- Prepare and present monthly financial reports, including bank-to-fund reconciliations, cash position statements, estimated versus actual revenues and expenditures, and an investment report.
- Prepare and distribute meeting materials—agenda, minutes, financials, and related documents—in coordination with the Director.
- Attend all regular Board meetings and take and maintain official minutes.

Purchasing, Asset Management, and Operational Oversight

- Maintain the purchasing system, including oversight of credit card usage.
- Maintain physical and major asset logs for insurance and operational purposes and contract administration for major assets.
- Ensure appropriate maintenance contracts are executed and communicate preventive maintenance timelines to the Director.

Stakeholder Relations and Policy Development

- Maintain constructive relationships with governmental, foundation, corporate, and individual funders.
- Research and recommend fiscal policies and benefits matters for Board consideration consulting, among other sources Ohio Library Council, other Fiscal Officers, and the Auditor of State's Office.

Supervision and Additional Responsibilities

- Counsel and review the work of the deputy fiscal officer.
- Perform additional duties and special projects as assigned by the Board of Trustees.

This list is not intended to be an exhaustive list of every essential function of the job. These duties and functions may be adjusted from time to time as the needs of the library may warrant.

Evaluation: In conjunction with the Board of Trustees' annual contract review by December 31, based on this job description, observation, a review of completed work and achieved results, and board-assigned goals.