



Job Description

<i>POSITION TITLE:</i>	Fiscal Officer
<i>CLASSIFICATION:</i>	Fiscal Officer
<i>REPORTS TO:</i>	Library Board of Trustees
<i>DIRECT REPORTS:</i>	Deputy Fiscal Officers
<i>SALARY RANGE:</i>	n/a [salary commensurate with experience]
<i>STATUS:</i>	Exempt

SUMMARY OF RESPONSIBILITIES

The Fiscal Officer has a direct responsibility to the Board of Trustees of the library pursuant to Section 3375.32 Ohio Revised Code; and is responsible for, in cooperation with the Library Executive Director, ensuring sound fiscal control and management of the library.

RESPONSIBILITIES

- Coordinates, with the Executive Director in budgeting, financial forecasting, and purchasing functions of the library.
- Develops and presents budgetary items to the Board and implements as instructed.
- Collaborates with library Directors and Managers to maintain compliance with the annual budget.
- Carries out the responsibility for the care, custody and control of all monies, property and equipment, including the investment of funds in accordance with the Ohio Revised Code and sound financial practices.
- Creates and updates a ten-year financial projection for Board review and discussion.
- Assures that all property and equipment are properly insured for loss or damage.
- Creates, manages, and explains financial records of the library and presents recommendations to the Board of Trustees.
- Manages the Library Board's Records Retention Policy and discards library records pursuant to the established policy.
- Assists the Board of Trustees and Executive Director in developing, evaluating, and executing the library's strategic plan.
- Resolves customer complaints (*internal and external*) in a pleasant, timely and professional manner
- Attends Library Board meetings and appropriate committee meetings.
- Maintains minutes of Board Finance Committee meetings.
- Files all Federal, State, and County filings as required in a timely manner.
- Works with the State Auditor's Office to ensure a smooth and clean audit, as required by law.
- Keeps the Board and Executive Director abreast of state laws and regulations governing the library.
- Recommends policies and advises Board on fiscal matters.
- Assists the Executive Director in the preparation of Board meeting agendas.
- Compiles facts, figures and other information as requested by the Board of Trustees and/or Executive Director.

- Works in conjunction with the Human Resources Director in negotiating and accepting employee benefit plans.
- Prepares formal resolutions in conjunction with the Executive Director for all matters pertaining to revenue and expenditures
- Advises Executive Director on library purchases to assure that legal purchasing requirements are satisfied and budgetary guidelines are observed.
- Maintains investment ledger as required by the State Auditor.
- Maintains fixed assets ledger and tags new purchases with proper identification.
- Ensures proper capitalization and depreciation of Library assets.
- Maintains contracts for equipment maintenance and building operations.
- Prepares costs analysis on supplies and equipment; gathers data for new equipment purchases.
- Works with Operations Director, Building Manager and necessary vendors on repairs for the library when required.
- Disposes of items declared surplus by the Board of Trustees.
- Prepares and maintains payroll program and assures compliance with all federal, state and local laws.
- Files annual payroll tax returns.
- Ensures proper conversion from Cash to Accrual basis for annual reporting purposes.
- Supervises the Deputy Fiscal Officers including hiring, training, coaching and evaluation.
- Delegates appropriate tasks and responsibilities to Deputy Fiscal Officers in order to ensure the smooth operation of the department.
- Promotes individual development and presents recommendations for promotion, disciplinary action, dismissal and merit pay increase.

REQUIREMENTS

Core competencies that align with the Ohio Library Council's recommendations for Fiscal Officers:

- Critical Thinking – Analytical Skills, Problem Solving, Decision Making: The ability to recognize patterns, draw logical conclusions, and make recommendations for action; use well-ordered approach to problem solving; and use sound judgment in making decisions despite obstacles or resistance.
- Management and Fiscal Operations: The ability to work effectively with the Library Board, Executive Director and staff to budget and oversee annual appropriations.
- Accounting Acumen- Knowledge of appropriate accounting treatment and application under various circumstances and basis of accounting.
- Internal Controls- Ability to develop and execute an appropriate control environment, and execution of regularly occurring transactions.
- Planning and Organizing Skills: The ability to anticipate and predict internal and external changes, trends, and other influences to effectively allocate resources and implement appropriate library initiatives.
- Records Management: The ability to organize and maintain all fiscal files and documents and provide easy access to all relevant data; use exceptional organization skills to generate relevant reports as required.
- Resource Management: The ability to consistently focus on minimizing expenses while maximizing results.
- Technical Skills: The ability to perform necessary tasks to support the Library Board and Executive Director, providing accurate information using various technologies.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Certified Government Financial Officer, Certified Government Financial Manager, or similar preferred.

- Bachelor's Degree in Accounting, Finance, or Business Administration.
- Five years of experience in Management/Supervision of a public finance department or comparable experience.
- Familiarity with governmental fund accounting and reporting.
- Knowledge of budgetary, public library financial, federal, state and local statutes.
- Must meet all requirements for adequate bonding, as required by law.
- Knowledge of complex financial and computer applications.
- Ability to interact with public, vendor, staff in a consistent, friendly and professional manner.
- Possess a positive attitude and a willingness to accept change.

PHYSICAL REQUIREMENTS

- While performing duties of job, employee typically handles office equipment, objects or controls and frequently communicates with others.
- The worker is required to have close visual acuity to perform an activity such as: viewing a computer terminal; extensive reading.

To apply for this position go to www.westervillelibrary.org/careers.

EOE