

## ***BROWN COUNTY PUBLIC LIBRARY***

### ***POSITION: Fiscal Officer***

Ohio law provides that the Library Board shall select and fix the compensation for a Fiscal Officer. The Fiscal Officer must execute a bond for the faithful performance of the official duties required. The Board must approve the amount and the insurer. The Fiscal Officer is the Treasurer of all library funds.

### **Qualifications and Required Knowledge:**

- Bachelor's degree in appropriate field preferred
- Experience and skills in financial management bookkeeping
- Minimum 2 years' experience in accounting
- Communicate effectively and concisely, orally and in writing
- Maintain sufficient mobility and dexterity to perform the essential duties of the position
- Motivate and direct staff
- Adjust to changing situations and work collaboratively with others to achieve organizational goals and objectives
- Demonstrate ethical behavior as a Library representative
- Support the Library's mission, vision, culture and structure
- Use a well-ordered approach to solving problems; use sound judgment in making decisions despite obstacles or resistance
- Bondable
- Maintain ability to travel to agencies within and outside of library system and county

### **Responsibilities/Duties:**

#### **General:**

- Coordinate library participation with external fiscal organizations
- Provide data on fiscal operations and submit reports to outside agencies, as required
- Work in conjunction with the Board and Executive Director to budget, audit, appropriate and transfer all library funds
- Place all funds in depositories designated by the Board
- Process expenditures of funds within budget constraints
- Organize, maintain and access all fiscal documents, files and relevant data
- Keep an account of Library funds upon such forms as prescribed and approved by the Bureau of Inspection and Supervision of Public Affairs
- Render a statement to the Board monthly showing revenues, receipts, disbursements, assets and liabilities
- Anticipate and predict internal and external changes, trends and influences in order to effectively allocate resources
- Perform necessary tasks to support the Board and Executive Director, providing accurate information and using various technologies.
- Implement state-auditor-approved computer program for governmental accounting
- Utilize office software adopted by the library
- Assist Executive Director in preparing a yearly budget and drafting an annual appropriation resolution for approval of the Board of Trustees

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### **Personnel:**

- Hire appropriate department personnel within approved staffing structure
- Assure that department personnel are properly trained; promote individual development
- Provide effective and fair evaluation of all department personnel and maintain proper records
- Collaborate with Executive Director to recommend staff salaries and promotions to the Board
- Maintain effective communications and delegation of work and responsibilities
- Provide responsive leadership and represent staff in a fair manner to the Board

### **Responsibility to the Board:**

- Assist in the orientation and education of board members
- Maintain confidentiality of Board matters
- Recommend financial policies and advise the Board on fiscal matters
- Carry out the financial directives and policies of the Board
- Keep the Board informed of special problems involving fiscal matters

**Supervision exercised:** Deputy Fiscal Officers; clerical support staff

**Supervision received:** Library Board of Trustees

**Schedule:** Non-Exempt; salaried; 25 hours per week. Attends all regular and special Library Board meetings.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY PEOPLE ASSIGNED TO THIS JOB. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES AND DUTIES REQUIRED OF PERSONNEL AS CLASSIFIED.**