

Type: Full-time **Salary:** \$48,000 - \$53,000 (salary commensurate with experience) **Reports to:** Board of Directors

Summary:

Under Board direction the Fiscal Officer is responsible for the financial operations of the Library pursuant to the Ohio Revised Code (ORC) sections 3375.36-3375.39. The Fiscal Officer ensures that all financial operations comply with state and local laws, the directives of the State Auditor, and policies and decisions of the Portsmouth Public Library Board of Trustees.

Minimum Job Requirements

Bachelor's degree in Accounting or Business

Ability to attain Public Official Bond

Minimum five years' experience in accounting and business management, public sector experience preferred

Proficiency in use of automated financial data processing systems (Software Solutions, Inc.)

Possess excellent interpersonal communication skills both oral and written

The ability to meet scheduled hours with rare absences

Essential Functions:

Responsible for overseeing the financial operations of the Library

Extensive knowledge of accounting and payroll procedures

Follows legal and procedural regulations as defined under the ORC for receiving, investing and appropriating funds

Recommends fiscal and operational policies to the Director and a seven-member Board of Trustees

Prepares annual budget and appropriations with the Director

Develops and maintains a system of internal accounting controls

Prepares and modifies appropriation resolutions and certificates of estimated resources as needed

Monitors fund balances and recommends transfers when needed

Provides accurate information and advice on the financial conditions of the library to the Board, the audit committee and the Director

Reports monthly and annually financial reports to/for the Board of Trustees and other authorities as required

Reviews contracts, business practices, and accounting procedures and makes recommendations to the Director and the Board

Process levy monies and submits reports as required and received

Implements and ensures compliance with policies and procedures

Assists in the preparation of board packets, attends board meetings and prepares board minutes

Supervise Deputy Fiscal Officer

Other duties as assigned

Knowledge, skills, and abilities

Ability to be commissioned as a notary public of Scioto County

Proficient computer and data entry skills

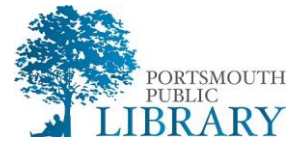
Demonstrated attention to detail; high requirement for accuracy

Demonstrated trust and integrity, as position has access to a significant amount of sensitive/confidential information

Demonstrated problem solving and organizational skills

Fiscal Officer

Revised 08-28-2015



Demonstrated flexibility, including the willingness and ability to learn new technology, techniques and methods
Maintain up to date knowledge and skills related to fiscal office by attending continuing education workshops and conferences, supervisory meetings, staff development activities and monitoring list serves, etc.

Special Requirements: Driver's license and access to a vehicle and successful completion of criminal and credit background check

Physical Requirements:

Moderate manual dexterity for basic keyboard work and use of standard office equipment; 90% computer work; individual has some discretion about sitting, walking, standing, etc.; may require lifting items weighing less than thirty pounds; climate controlled environment

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and the requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this document. Any essential functions of this position will be evaluated as necessary should an applicant be unable to perform the function or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Employee signature

Date