

The Tipp City Public Library is looking for a Fiscal Officer for up to 25 hours/week. This position is responsible for the overall financial operations of the library. A Bachelor's degree in business or accounting, or equivalent, and three or more years of progressively more responsible accounting and budgeting experience in the administration of a governmental fund accounting system or UAN is required. Rate range of \$18-\$30 per hour; commensurate with education and experience. Please respond with cover letter and resume to bot@tippcitylibrary.org by September 28, 2021. Applications will be reviewed upon receipt.

Fiscal Officer

Title: Fiscal Officer

Basic Function:

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, federal and local laws, sound financial practices and the policies and decisions of the Board of Trustees.

Distinguishing Features of the Class:

The employee in this class is appointed by and reports to the Board of Trustees pursuant to Section 3375.32 of the Ohio Revised Code; is responsible to the Board of Trustees and works in cooperation with the Library Director; responsible for the fiscal control and management of the library in accordance with state statutes and audit requirements as defined in Chapter 117-4 of the Ohio Administrative Code.

Essential Duties and Responsibilities:

- Attends all regular and special meetings of the Board of Trustees.
- In cooperation with the Director, prepares the annual operating, capital and special fund budgets for approval by the Board of Trustees and for submission to taxing authority.
- Establishes or recommends economic objectives for the Library and administers its budget.
- Prepares annual certificate of estimated resources and appropriation documents and amendments to same for timely submission to County Budget Commission.
- Provides analysis of current financial condition of the library system and reports to the Board of Trustees on a monthly basis.
- Prepares and submits annual budget and financial reports for local, state, and federal agencies as required by law; publishes the Library's annual financial report.
- Assists the Director in the preparation of long range financial projections. Prepares projections for salaries and fringe benefits.
- Establishes and maintains overall system of accounting for the Library, including internal accounting controls.
- Receives and deposits all library funds in authorized depository accounts in accordance with ORC.
- Files all financial reports with the appropriate local, state and federal agencies as required by law.
- Invests funds in accordance with state statutes and Library policies and maintains investment ledger.
- Reviews accounting transactions and makes necessary adjustments to financial records.
- Produces payroll and maintains all payroll records in compliance with local, state and federal regulations.
- Monitors all financial aspects of purchasing, receiving, supply and equipment inventory operations.

- Supervises the Library's property, liability and fiduciary insurance programs.
- Provides new employee packet to all new hires.
- Assists the Director and other management staff in preparing specifications and bidding documents for all appropriate purchases/sales; reviews formal bids and makes recommendations to Director for major purchases.
- Prepares formal resolutions for Board of Trustees consideration and approval.
- Writes Board meeting minutes and maintains the official copy of all Board actions and related documents.
- Maintains financial and payroll records and documents as required by laws and disposes of them according to Board policies.
- Maintains legal documents, such as records of our certificates of deposit and insurance policies.
- Provides information and supporting documentation to auditors during state audit.
- Oversees Administrative Assistant in financial matters.
- Follows and documents all necessary procedures and laws when dealing with special projects such as tax levy and bond issue financing, capital projects and grants.
- Maintains and increases knowledge and skills through attendance at meetings, conference, training seminars and in-service training sessions; attends annual continuing education as required by law.

Knowledge, Skills and Abilities:

- Knowledge of governmental accounting, general accepted accounting principles and computer operations and functions.
- Defines problems, collects data, establishes facts and draws valid conclusions.
- Plans, schedules and organizes work.
- Prepares meaningful, concise and accurate Financial, Budget and Payroll Reports.
- Communicates effectively in written and oral form.
- Maintains high standards of ethics and integrity in all personnel and professional matters.
- Establishes good rapport with Library vendors and co-workers.

Education, Training and Experience:

Requires a bachelor's degree in business or accounting, or equivalent, and three or more years of progressively more responsible accounting and budgeting experience, preferably in the administration of a governmental fund accounting system in an automated environment. May require a valid Ohio driver's license.