

Cardington-Lincoln Public Library

Job Title: Fiscal Officer
Department: Finance & Administration
Job Class: Part-time (20-25 hours/week) Non-exempt
Salary Range: \$14.00 to \$22.00 per hour
Benefits: Vacation and sick accrual; paid holidays; OPERS (Ohio Public Employee Retirement System); Ohio Deferred Compensation; AFLAC products

Position Overview: The Fiscal Officer is responsible for the financial operations of the library and provides information on the financial condition of the library. This position performs accounting functions and is responsible for the fiscal management of library resources and funds. The Fiscal Officer ensures that all financial operations comply with statutes of the State of Ohio, State Auditor requirements, federal and local laws, sound financial practices, and library policies. The Fiscal Officer has a direct responsibility to the Board of Trustees and serves as the fiscal officer of the library pursuant to Ohio Revised Code Section 3375.32. The Library Board appoints the Fiscal Officer and reviews the Fiscal Officer's performance. The Fiscal Officer reports to the Director for purposes of daily operations and may serve as a member of the library's management team.

ESSENTIAL FUNCTIONS:

- Responsible for the proper receipt, investment, and expenditure of public funds.
- Manages the Library's accounting systems. This includes all aspects of payroll, purchasing, accounts payable, accounts receivable, revenue, and general ledger.
- Processes all payroll, fringe benefit, and retirement system payments in compliance with the Ohio Revised Code and applicable federal, state, and local regulations.
- Maintains accurate financial, payroll, and fringe benefit records of the library in accordance with Chapter 117-4 of the Ohio Administrative Code. Manages the biennial audit.
- Establishes and maintains the Library's credit accounts. Ensures records are made available for review by the Library's Compliance Officer.
- Works with the Director to apply for E-rate funding of eligible services. Ensures timely E-rate filings for funding commitments. Prepares budgets for grant applications and files financial reports for awarded grants. Maintains E-rate and grant records according to audit requirements.
- Manages cash flow and prepares financial forecasts.
- Prepares a monthly financial report for presentation at board meetings and, at the end of the fiscal year, prepares and presents an annual financial report.
- Works with the Director to prepare and mail board meeting information, including agenda, minutes, financial reports, etc. in a timely manner.
- Attends all regular meetings of the Board of Trustees and other meetings as required.
- Writes board meeting minutes and maintains minute records, including website postings.
- Works with the Director in preparation of the annual appropriations resolution and the proposed budget.
- Works with the Director to provide information and counsel on the present and projected financial condition of the library.
- Advises the Director on the formation of library fiscal policy, as appropriate.
- Implements accounting system changes.
- Keeps the Board of Trustees and Director abreast of state laws and regulations governing the Library.

Additional Duties:

- Prepares financial analyses at the request of the Director or the Board of Trustees.
- Prepares special correspondence that is outside the purview of the board secretary.
- Develops, evaluates, implements, and documents all financial procedures.
- Maintains all public records as prescribed by the Ohio Auditor of State, Ohio Administrative Code, Ohio Revised Code, and library policy. Serves as a member of the Library's Public Record Commission.
- Manages employee benefit administration.
- Oversees public bid processes and assists with the review and negotiation of contracts.
- Keeps abreast of current trends and technology; participates in professional and related organizations. Earns required continuing education credits.
- May occasionally represent the Library at community events or meetings.
- Performs other duties assigned by the Director or the Board of Trustees.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of government accounting principles, practices, and procedures.
- Knowledge of state and federal law relating to fiscal management and investment of public funds, generally accepted accounting principles, fund accounting, and financial planning.
- Knowledge of the library's statutory requirements and powers as authorized by the Ohio Revised Code (Section 3375), Ohio Administrative Code, opinions of the Attorney General, and applicable laws and regulations.
- Excellence in the use of spreadsheet software, computerized accounting, and payroll systems.
- Effective interpersonal skills, including the ability to communicate clearly in verbal and written English.
- Ability to plan, schedule, and organize work effectively, and meet deadlines.
- Ability to evaluate and recommend new financial software and business tools.
- Ability to deliver a standard of service that is responsive, friendly, and efficient.
- Occasional travel, valid Ohio Driver's license, and proof of insurance required.
- Ability to provide Notary Public Services preferred.
- Ability to pass background check; must meet requirements for adequate bonding.

EDUCATION AND EXPERIENCE:

- Bachelor's degree with emphasis in accounting, business administration, public administration, or related field preferred.
- Public sector fiscal management experience preferred.
- One to three years accounting experience preferred.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

- Work is performed primarily in a general office environment.
- Requires availability for extended hours, as needed.
- Ability to regain focus with frequent interruptions and distractions.
- Ability to lift and move up to twenty-five (25) pounds.
- Manual dexterity sufficient to perform general typing and operate standard office equipment.
- Periodic intense concentration and sustained viewing of a computer monitor.