

POSITION DESCRIPTION

LOUDONVILLE PUBLIC LIBRARY

An Equal Opportunity Employer

Fiscal Officer

Immediate Supervisor: Board of Trustees
Position Supervised: Acquisitions Assistant
Overtime: Non-Exempt

Job Responsibilities:

Under administrative direction, the Fiscal Officer has statutory responsibilities for all library funds and ensures that all financial operations comply with statutes of the State of Ohio, state auditing requirements, sound financial practices, and the policies and decisions of the Board of Trustees. The Fiscal Officer also directs the business, payroll and employee benefits functions of the library.

Qualifications:

- Bachelor's degree in accounting, management or a related field
 - a minimum of two (2) years business experience with progressive levels of responsibility
- OR
- an equivalent combination of education, training, and experience

Knowledge of:

- Library policies, procedures and techniques (may be acquired after hire)
- Library laws and regulations
- Budget development and administration
- State and federal employment laws
- Investment of funds
- Strategic planning
- Supervisory methods
- Employee selection methods
- Employee training methods
- Generally accepted accounting principles
- Understanding of government accounting
- Financial record keeping requirements
- Budgetary accounting software
- Payroll software
- Proficiency with word processing, spreadsheet, and other applicable software

Skills and abilities to:

- Present a professional image to the public
- Ability to deal courteously and effectively with a diverse public
- Interact and respond appropriately to patrons

- Maintain effective working relationships with the Board of Trustees, Director, library employees and the public
- Communicate effectively in written and oral form
- Works as a 'team player'
- Capable of handling multiple tasks concurrently
- Interpret and apply laws, regulations and policies
- Allocate funds based upon availability and need
- Define problems, collect data, establish facts and draw valid conclusions
- Be versed in the interview, hiring and evaluation process
- Maintain confidentiality

Essential Duties and Responsibilities:

Note: The duties listed below are inclusive but not limited to the tasks performed by this classification.

Custody of Funds

- Receives and deposits library funds in the authorized depository
- Counts fines and fees
- Reconciles with cash register
- Invests funds to maximize interest
- Monitors fund balances and recommends transfers and advances, as necessary
- Keeps Board of Trustees informed on status of investments
- Expends money as approved by the Board of Trustees
- Serves as the fiscal agent to grant moneys

Budget Accounting

- Provides information and advice on the financial condition of the library to the Board of Trustees and the Director
- Provides data and works with the Director in the preparation of the annual budget and appropriations document
- Sends budgets and appropriations reports to Ashland, Holmes, and Knox County auditors
- Approves encumbrances to ensure budgetary control
- Monitors line item appropriations
- Reconciles budget reports with checking accounts and investments, monthly

Payroll

- Supervises the preparation of information for employee payroll
- Reviews time cards with Director
- Prepares payroll checks, and distributes to employees
- Updates payroll information on computer
- Maintains payroll and fringe benefit records as required by state and federal law
- Prepares payroll tax, OBES, PERS, W2's, Worker's Compensation, and related personnel reports
- Obtains competitive quotations for insurance benefits
- Administers the health insurance plan
- Monitor's worker's compensation records and certifies/decertifies certification of claims

Clerk to Board of Trustees

- Attends all Board of Trustees meetings
- Maintains the official copy of all board action and related documents
- Prepares the minutes and resolutions for submission to the Board of Trustees for approval
- Prepares and distributes Board meeting information packets

Purchasing

- Prepares purchase orders
- Ensures that purchase orders are charged to appropriate accounts
- Pays invoices and bills
- Negotiates and maintains vendor contact agreements
- Orders office supplies and equipment, as needed
- Follows up on problems with vendors

Miscellaneous

- Adhere, support and effectively implement administration and library board policy
- Understand and uphold the principles of Intellectual Freedom
- Request and review all required paperwork for new employees
- Oversees library operations in the absence of the Director
- Conducts yearly evaluation of the Deputy Fiscal Officer
- Attend staff meetings
- Calls for service maintenance repairs, as needed
- Maintains and increases knowledge and skills through attendance at meetings, conferences, and in-service training sessions
- Participates in the state library organization
- Performs additional duties and assignments, as required

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed as not qualified for this position.