

Fairfield County District Library Job Posting

Fiscal Officer

November 22, 2017

Position Title: Fiscal Officer

Department: Administration

Pay Range: Set by Library Board of Trustees

Immediate Supervisor: Library Board of Trustees

Position Summary: In consultation with the Library Director, plans, organizes and directs library financial operations. The Fiscal Officer 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. The Fiscal Officer develops an annual budget, establishes internal financial controls, and ensures all financial activities adhere to governmental regulations, library policy and generally accepted accounting principles.

Education: Bachelor's degree in business/finance or accounting or equivalent experience. Three to five years of progressive accounting experience preferred. At the sole discretion of the Library Board, any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Responsibilities: (not all-inclusive) all of the duties listed below are essential job functions for which reasonable accommodations will be made. All job requirements listed indicate the minimum level knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform any other job-related duties as requested by the Board or Director subject to reasonable accommodations.

Essential Functions:

- Ensure fiscal control and management in all matters affecting the Library.
- Ensure that all financial records are maintained accurately.
- Prepare operating and capital budgets to meet the ongoing needs of the library in a timely manner to meet state requirements.
- Ability to work in conjunction with the Board and Director to budget, audit, appropriate and transfer all library funds.
- Work with the Board and the Library Director to anticipate and predict internal and external changes, trends and influences in order to effectively allocate resources and implement appropriate library initiatives.
- Organize and maintain all fiscal files and be able to easily access all relevant data.
- Process all payroll, fringe benefit and retirement system payments in compliance with the Ohio Revised Code and applicable federal, state and local regulations.
- Prepare and file all fiscal and payroll reports with federal, state and local authorities in a timely manner.
- Assist in the audit process by providing all information requested by the Auditors.
- Train, supervise and review the work of the Deputy Fiscal Officer.
- Manage the investment of active and interim funds at the Boards direction.
- Act for the library in legal matters.
- Establish and maintain effective working relationships with various governmental agencies, vendors, business organizations and library staff.
- Communicate effectively
- Make competent decisions in an environment of limited resources and competing claims.
- Perform other duties as required.

Minimum Qualifications:

- Knowledge of the basic elements of library operation and the ability to apply such knowledge to job duties.
- Knowledge of management principals and the ability to effectively supervise and direct subordinates.
- Ability to organize work and produce quality output while meeting deadlines.
- Ability to manage complex and/or multiple projects.
- Analytical abilities sufficient to perform complex mathematical and judgment comparisons and provide reports that can affect the future of the library.
- Demonstrate judgment sufficient to work independently, organize work efficiently, set effective priorities and make sound choices despite obstacles or resistance.
- Ability to understand the entire perspective of a situation or issue, identify patterns or connections between situations, assessing and troubleshooting in order to identify effective solutions.
- Ability to deal tactfully with personnel, visitors, vendors, government agencies/personnel, and the general public.
- Ability to set and model high performance standards characterized by integrity, and to earn trust and respect of others by coaching, inspiring and empowering teams of people to achieve strategic objectives.
- Ability to operate office equipment including information management tools (Windows applications, database, etc.).
- Exhibit integrity and the ability to maintain the confidentiality of library information.
- Ability to monitor and track expenses against budget while consistently focusing on minimizing expenses while maximizing results.
- Familiarity and proficiency with Library's current accounting software and the ability to develop skills in the use of the library's automation system and other computer technology and software.
- Ability to concentrate on a task despite frequent distractions.
- Demonstrate dependability and punctuality.
- Ability to think analytically and develop new or revised procedures and workflow.
- Must be bondable.

Specific Requirements:

- Possess an understanding of the Library's policies and procedures and fully endorse the FCDL philosophy of public library service.
- Exhibit adherence to all personnel policies and procedures as established by the Board and library administration and provided for in the Union contract.
- Work with the Board of Trustees and the Library Director in such a manner as to ensure sound fiscal control and management in all matters affecting the Library.
- Continuously search for, identify and capture cost-reduction and value-enhancement opportunities.
- Attend all regular meetings of the Board of Trustees and other meetings as required.
- Consult with the Director to establish direction and goals to be met with available funding and establishes priorities then develop annual budget and provides explanations, justifications and supporting documentation for review and approval.
- Represent the Library at the annual Budget Commission hearing and provide expert testimony if necessary.
- Prepare financial resolutions for presentation to the Board.
- Prepare monthly financial report for presentation at Board meetings.
- Prepare and present an annual financial report.
- Maintain the financial records of library funds in accordance with Chapter 117-4 of the Ohio Administrative Code, which lists the requirements of the Auditor of the State of Ohio.
- Maintain the library's statutory requirements and powers as authorized in the Ohio Revised Codes, the opinions of the Ohio Attorney General, and other federal, state and local laws and regulations.
- Maintain fiscal records as required in accordance with Ohio's Sunshine laws.

- Generate all necessary fiscal reports for the biennium audit. Recommend and write policy and procedure changes to the Director and Board to ensure compliance with Government Auditing Standards.
- Maintain a permanent file of payroll, fringe benefit and retirement system records as mandated by law, Library policy and good business practices.
- Ensures that bank records are kept up to date.
- Receive and deposit all library funds in approved depositories.
- Review all purchase orders and reconciles bank statements.
- Write policy recommendations on fiscal matters for Board review and approval.
- Review contracts, business practices, and accounting procedures and make recommendations to the Board.
- Implement accounting system changes.
- Prepare financial analyses at the Board's request.
- Review all formal bids, analyses financial data and terms of contract, and insures compliance with laws and regulations. Makes recommendations to the Director and the Board.
- Solicit and review bids and proposals for insurance, banking and other services. Recommend action to the Board.
- Coordinate library insurance programs and act as library contact on all insurance matters.
- Act as liaison between staff members and insurance companies on matters related to insurance.
- Maintain physical inventory of library assets.
- Participate in negotiations and discussions with the Union.
- Act as a contact person between the library and any attorneys contacted on library business in the absence of the Director or at the direction of the Board.
- Serve as a resource person to the other staff in matters relating to budget and finance, insurance, worker's compensation and other matters dealing with wages and benefits.
- Attend all state mandated training and maintain all necessary certification as required by law.
- Is subject to work beyond normal working hours, evenings, weekends and holidays when necessary.

Working conditions:

- Due to direct access to Library credit card and bank accounts, control over Library systems and possession of building master key, is subject to criminal and credit background checks.

APPLICATION PROCEDURE: Submit letter of application to Becky Schaade, Library Director, by Wednesday, November 29, 2017, by 5:00 p.m.