

SANDUSKY LIBRARY

POSITION DESCRIPTION

TITLE: FISCAL OFFICER
(FLSA: Exempt)

REPORTS TO: Board of Directors

Minimum Qualifications:

Bachelor's Degree in Business or Accounting preferred from an accredited college or university with experience preferred in public/library accounting.

Required Knowledge, Skills, Abilities, and Personal Characteristics:

1. Ability to maintain confidentiality and use appropriate judgment in handling information and records.
2. Ability to work accurately with attention to detail.
3. Knowledge of generally accepted accounting principles, fund and cash-basis accounting, state auditing requirements, budget administration and development, governmental finance, and financial planning.
4. Knowledge and Understanding of the Library's statutory requirements and powers as authorized in Ohio Revised Code, opinions of the Ohio Attorney General, and applicable federal laws and regulations.
5. Knowledge of strategic planning.
6. Knowledge of budgetary, spreadsheet, and payroll software with preference for experience with Civica CMI software.
7. Proficiency in the use of Microsoft Office applications.
8. Knowledge of and interest in investment planning.
9. Ability to work independently and with co-workers in a wide variety of situations with minimal supervision.
10. Ability to understand Library policies, rules and regulations, and clearly and pleasantly explain those policies to patrons and co-workers.
11. Valid driver's license and qualification to be fully bonded.
12. Well-developed written and oral communication skills.

Principal Duties and Responsibilities:

1. Receipts and deposits all library funds in depositories designated by Board of Directors and in accordance with ORC, oversees cash flow investments and handling of all library monies, and processes transfers of funds between accounts.
2. Assures all financial practices and actions meet legal and regulatory obligations.
3. Prepares and submits all financial filings and reports as required by federal and/or state law.
4. In close cooperation with the Executive Director, oversees and coordinates annual and long range fiscal planning effort and develops forecasts.
5. Coordinates all financial operations and procedures of the Library including: accounts payable and receivable, monitoring and reporting on investments and budget, budget planning and forecasting, preparing for and assisting in audits, reviewing and monitoring internal accounting and payroll controls, preparing monthly and annual reports for Board of Directors, and monitoring and balancing bank accounts.
6. Prepares, audits, maintains, and publishes required financial reports/statements for the Board of Directors, Executive Director, State Library of Ohio, taxing authority, and State Auditor's Office.

7. Prepares and compiles annual cash basis financial report and management's notes to financials to state auditor.
8. Keeps an account of library funds upon such forms as prescribed by Auditor of State Office guidelines.
9. Renders a statement to the Board and Library Director monthly, showing revenues, receipts, disbursements, assets, and liabilities.
10. Coordinates closely with Executive Director in human resources functions and responsibilities.
11. Prepares all payroll, retirement, leave, and fringe benefits and maintains records in compliance with Ohio Revised Code and applicable federal, state, and local regulations.
12. Submits Certificate of Estimated Resources and appropriations documents and amendments to same for timely submission to County Budget Commission and attends Commission hearings.
13. Attends Board Committee meetings as appropriate.
14. Serves as Clerk of Board of Directors by attending Board meetings and recording and retaining their minutes.
15. Facilitates the Finance Committee of the Board.
16. Maintains all fiscal records according to records retention policy.
17. Analyzes the library's exposure to the risk of loss, including but not limited to natural risks, environmental risks, political risks, compliance risks, economic/business risks, social risks and technological risks.
18. In consultation with the Executive Director, the Fiscal Officer plans, organizes, and carries out the day-to-day financial activities of Sandusky Library and works with the Director to resolve financial concerns/problems.
19. Maintains safe deposit box for inventory and budgetary back up devices, legal documents, and information required for disaster recovery and oversees inventory of Library fixed assets.

Related Duties:

1. May serves as Library Supervisor as needed.
2. Serves as Notary Public for Library purposes.
3. Supervises Administrative Specialist.
4. Serves as Treasurer for Lange Trust Committee.
5. Follows all necessary financial procedures when dealing with special projects such as building projects, levy campaigns, grants, etc.
6. Serves as member of Administrative Team.
Encourages and promotes the philosophy of service as set forth in the Library's Mission Statement and policies.
7. Promotes the Sandusky Library system in a positive light at all times to the community.
8. Participates in professional organizations.
9. Performs other duties as required.

For compliance with ADA: Any individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position