

LOUISVILLE PUBLIC LIBRARY
Job Description

Fiscal Officer

Reports To: Board of Trustees
Weekly Hours: 40
FSLA Status: Exempt

Department: Administration
Pay Range: Set by Board

Position Overview

Under the supervision of the seven-member Board of Trustees, the Fiscal Officer oversees all fiscal operations of the library. The Fiscal Officer develops and implements the library's financial budget for the year. The Fiscal Officer ensures that all financial operations comply with statutes of the State of Ohio, state auditing requirements, sound financial practices, and library policy and procedures. The Fiscal Officer works closely with the Library Director to maintain the financial stability of the library system.

Essential Duties and Responsibilities:

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 of 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. Employee may be required to perform any other job-related duty as requested by the Board subject to reasonable accommodations.

ESSENTIAL FUNCTIONS:

- Responsible for the efficient overall administration of finances for the Library.
- Serves as a member of the library's management team.
- Knows and understands the library's statutory requirements and powers as authorized by the Ohio Revised Code, Ohio Administrative Code, opinions of the Attorney General, and applicable laws and regulations.
- Develops and implements the financial strategic plan for the annual revenue budget and appropriations with assistance from the Director and review by the Board of Trustees.
- Responsible for all budget and financial activities within the Library, which includes: purchasing, payroll, accounts payable, receivables and HR.
- Trains, supervises, and reviews the work of the Deputy Fiscal Officer.
- Utilizes the State of Ohio's accounting and payroll software (UAN).
- Evaluates, develops, recommends and implements financial policies and procedures.
- Prepares financial analysis of accounts as needed and requested.
- Implements and updates any accounting system changes.
- Attends all Board meetings and committee meetings as required.
- Keeps the Board informed and updated on funding and other accounting matters.
- Prepares meaningful, concise, and accurate monthly financial statements and payment listing for the Board of Trustees.

- Oversees and orientates new hires with payroll paperwork and enrollment benefits.
- Processes all payroll, fringe benefits and retirement system payments in compliance with the Ohio Revised Code and applicable federal, state, and local regulations timely.
- Maintains and updates as needed a permanent file of payroll, evaluations, fringe benefit, and retirement system records as mandated by law and good business practices.
- Responsible for record retention and the retention policy for the library.
- Responsible for physical inventory record keeping and disposal.
- Manages the investment of funds according to the library's investment policy.
- Responsible for compliance with all pertinent federal, state, and local laws, regulations, and ordinances as well as all library policies and procedures.
- Responsible for effective professional relationships with local government and legislative bodies, the Library Board of Trustees, the Board of Education, library staff and management.
- Request guidance from Ohio Library Counsel, Auditor of State's office, and/or Local Government Services when handling new issues that arise to make sure of compliance.
- Represents Library at meetings, conferences and seminars.
- Responsible for resolving a wide range of routine and non-routine issues.

MINIMUM QUALIFICATIONS:

- Minimum of five years of increasingly responsible professional accounting experience.
- Knowledge of accounting principles, theories and best practices.
- Independent judgment in order to set priorities and work independently.
- Interpersonal skills to deal effectively with staff, managers and vendors.
- Effective verbal and written communication skills.
- Concentrates on a task despite frequent interruptions.
- Ability to think analytically and develop new or revised procedures and workflow.
- Must have keyboarding skills and the ability to read print and on-screen information.
- Ability to effectively use word processing, spreadsheet, and e-mail applications.
- Manual dexterity necessary to efficiently operate office equipment including, but not limited to, computer, calculator, and copier.
- Must be able to read, write, speak and understand the English language.
- Must be able to perform basic math skills, adding, subtracting, dividing etc.
- Must meet bond ability requirements and pass a background check.

EDUCATION:

A Bachelor's degree in Accounting or progressively responsible professional accounting experience including a minimum of five years in the accounting and business management fields and administration in progressively responsible positions, preferably in the public sector. HR knowledge and experience are a plus.

Additional Examples of Work Performed:

PHYSICAL AND SENSORY REQUIREMENTS (with or without the aid of mechanical devices)

- Must be able to move intermittently throughout the workday.
- Must be able to cope with the mental and emotional stress of the position.
- Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
- Must function independently and have flexibility, personal and professional integrity, and the ability to work effectively with staff, managers, vendors and auditors from the State of Ohio.
- Ability to maintain confidentiality of personnel and library matters with discretion.
- Must be able to push, pull, move and/or lift a minimum of 15 lbs. to a minimum height of 3-4 feet and be able to push, pull, move and /or carry such weight a minimum of 5 feet.
- May circumstantially conduct work remotely for a finite amount of time.

Knowledge Skills and Abilities:

SPECIFIC REQUIREMENTS

- Knowledge of professional public library operations and finances.
- Knowledge of government accounting practices, budget development, and millage experience.
- Ability to exercise initiative, appropriate discretion and good judgment and make sound decisions.
- Ability to foster a productive, cooperative working environment.
- Ability to establish and maintain effective and productive professional relationships with vendors and other fiscal officers in the library profession.
- Ability to direct, manage, and perform multiple tasks concurrently
- Ability to perform under workload pressure and financial constraints.
- Ability to communicate clearly and correctly both orally and in writing.

WORKING CONDITIONS

- Works in assigned area, including office areas, training rooms, etc. as necessary.
- Moves intermittently during working hours.
- Works flexible hours.
- Is subject to frequent interruptions.
- Is subject to work beyond normal working hours, evenings, weekends and holidays when necessary.
- Attends and participates in continuing educational programs designed to keep abreast of changes in the profession.