

Updated: December 2011
Classification: Fiscal Officer

Department(s): Administration
Title: Fiscal Officer

General Statement of Duties:

Serves as chief fiscal officer of the Library 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.

Distinguishing Features of the Class:

The employee in this class is appointed by and reports to the Board of Trustees pursuant to Section 3375.32 of the Ohio Revised Code; is responsible to, and serves at the pleasure of, the Board of Trustees, and in close coordination with the Library Director: is responsible for the fiscal control and management of the Library in accordance with state statutes and audit requirements as defined in Chapter 117-4 of the Ohio Administrative Code. Coordinates the finance and purchasing activities of the Library.

Responsibilities Include but Are Not Limited To:

Budget

Administers the Library's budget.

Provides data and assists the Director in the preparation of annual operating, capital, and any special fund budgets for approval by the board of Trustees and for submission to taxing authority.

Prepares annual certificate of estimated resources and appropriation documents and amendments to same for timely submission to County Budget Commission.

Provides analysis of current financial condition of the Library and reports to the board of Trustees on a monthly basis.

Monitors fund balances and recommends transfers and advances as necessary.

Monitors line item appropriations and notifies Director of unanticipated spending patterns.

Prepares and submits annual budget and financial reports for local, state and federal agencies as required by law; publishes notice of the Library's annual financial report as required by law.

Assists the Director in the preparation of long range financial projections.

Prepares projections for salaries and fringe benefits.

Prepares projections of income and expenditures.

Attends if requested or provides information for Library Budget Commission hearings in Carroll, Columbiana, and Stark Counties

Fiscal Control and Accounting

Establishes and maintains overall system of accounting for the Library, including internal accounting controls.

Oversees automated accounting system and serves as liaison to accounting system hardware and software vendors.

Receives, reconciles and deposits all Library funds in authorized depository accounts in accordance with ORC.

Maintains petty cash and change funds.

Files all financial reports with the appropriate local, state and federal agencies as required by law.

Invests funds in accordance with state statutes and Library policies and maintains investment ledger.
Reviews accounting transactions and makes necessary adjustments to financial records. Issues purchase orders, prepares payments and issues checks and electronic payments.
Controls financial documents for orders, receipts, and payments.
Ensures that invoices are paid against proper purchase order and that all documentation is verified.
Manages payroll, provides data to contract service for production of payroll, and maintains all payroll records in compliance with local, state and federal regulations. Maintains current and accurate personnel records covering leave, health insurance, and other payroll deductions. Enrolls employees in OPERS and other applicable benefits (e.g., insurance, 457 plan, automatic payroll deposits).
Is responsible for all banking and balancing of account statements.
Monitors all financial aspects of purchasing, receiving, supply and equipment inventory operations.
Maintains inventory of fixed assets; updates information to Industrial Appraisals.
Assists the director and others as requested in preparing specifications and bidding documents for all biddable purchases/sales; reviews formal bids and makes recommendations to Director for major purchases, as requested.
Responsible for records retention as per Board adopted Records Management Policy.

Clerk to Board of Trustees

Prepares formal resolutions for Board of Trustees consideration and approval.
Attends all meetings of Board of Trustees and appropriate Board Committees, unless excused.
Prepares minutes for Board meetings.
Coordinates agenda information with Director for Board meetings.
Maintains budgetary accounting back-up disks.
Provides information and supporting documentation to auditors during state audit.

Miscellaneous

Maintains and increases knowledge and skill through attendance at meetings, conferences, training seminars, and in –service training sessions.
Attends meetings and serves on temporary committees, as requested.
Performs other related duties as assigned.
Assists Director with personnel policies.
Coordinates Workers' Compensation claims.
Trains and oversees work of Deputy Fiscal Officer.

Library-wide Standards:

Demonstrates initiative, is a self-starter.
Demonstrates ability to focus on detail.
Actively cooperates and works effectively with others: promotes teamwork, shares information, and works to resolve conflicts, as appropriate.
Adheres to Library policies, procedures, and standard practices.
Conforms to standards of professional behavior.
Demonstrates ability to organize work and to carry through established procedures and work plans.

Required Knowledge, Skills, and Abilities:

Knowledge of:

Generally accepted accounting principles; state auditing requirements; financial planning and record-keeping; public finance; investment of funds; procurement procedures; budget development and administration; budgetary accounting software; electronic spreadsheet software; word-processing; local, state and federal tax laws.