

**Ada Public Library
Board of Trustees
Job Description**

POSITION TITLE:	FISCAL OFFICER
REPORTS TO:	BOARD OF TRUSTEES / DIRECTOR
STATUS:	PART-TIME
SALARY:	TBD

SUMMARY OF RESPONSIBILITIES

The Fiscal Officer has a direct responsibility to the Board of Trustees and serves as the fiscal officer of the Library pursuant to Section 3375.32 Ohio Revised Code; and assists the Library Director to ensure sound fiscal control and management of the Library.

RESPONSIBILITIES TO THE BOARD

- Attends Library Board meetings and other meetings as required
- Writes Board Meeting minutes; maintains Board of Trustee Minutes book
- Prepares and sends Board Meeting information, including agendas, minutes, financial reports, etc., in a timely fashion
- Keeps the Board and Director abreast of state laws and regulations governing the Library
- Prepares a monthly fiscal report for presentation at Board Meetings, and at the end of the fiscal year; prepares and presents an annual financial report
- Prepares financial analyses at the Board's request
- Reviews contracts, business practices, and accounting procedures and makes recommendations to the Board
- Prepares special correspondence that is outside the purview of the board secretary
- Keeps the financial records of the 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
- Keeps the accounts of funds upon such forms as are prescribed and approved by the Ohio Bureau of Inspections and Supervision of the Public Affairs
- Recommends policies and advises Board on fiscal and facilities matters

- Ensures that all financial records are accurately maintained Receives and deposits all library funds in approved depositories
- Manages the investment of active and interim funds at the board's direction
- Prepares payments by check and electronic transfer. Checks are signed by the Fiscal Officer and one of the following Board members: President, Vice President, or Secretary
- Processes all payroll, fringe benefits, and retirement system payments in compliance with the Ohio Revised Code and applicable federal, state, and local regulations
- Maintains a permanent file of payroll, fringe benefits, and retirement system records as mandated by law
- Prepares and files all fiscal and payroll reports to federal, state, and local authorities in a timely fashion
- Implements accounting system changes
- Knows the library statutory requirements and powers as authorized in the Ohio Revised Code, the opinions of the Ohio Attorney General, and other federal, state, and local laws and regulations
- Carries out the responsibility for the care, custody and control of all monies, including the investment of funds in accordance with the Ohio Revised Code and sound financial practices
- Actively supports policies and procedures as established by the Board of Trustees
- Works in negotiating and accepting employee benefit plans, including, but not limited to staff life insurance, medical insurance, and OPERS (Ohio Public Employees Retirement System)
- Maintains employee records, including records of attendance and benefits
- Reviews insurance policy for building, contents, and liability; secures insurance bids to assure proper coverage
- Assists the Board of Trustees and Director in developing and evaluating the library's long range plan
- Maintains confidentiality of Board matters
- Performs other duties and responsibilities as assigned by the Board of Trustees

RESPONSIBILITIES TO DIRECTOR

- Works with the Director in preparation of the annual appropriations resolution
- Works with the Director to provide information and counsel on the present and projected financial condition of the library
- Recommends policy and advises Director on fiscal policy issues
- Monitors budget and reviews all financial matters with the Director
- Compiles facts, figures and other information as requested by the Director

- Advises the Director on the formation of library policy, as appropriate
- Prepares formal resolutions in conjunction with the Director for all matters pertaining to revenue and expenditures
- Checks orders for supplies, furniture and equipment and assures that all necessary requisition forms are completed accurately and fully
- Performs other duties and responsibilities as assigned by the Director

RESPONSIBILITIES TO THE PUBLIC

- Maintains all public records as prescribed by the State Auditor
- Assures the proper care and maintenance of all monies, property and equipment
- Assures that all property and equipment are properly insured for loss or damage
- Envisions, interprets and anticipates the financial records of the Library and presents recommendations to the Board of Trustees
- Assures that Administrative office staff are responsive to vendors in a consistent, friendly and professional manner
- Maintains friendly and professional manner in any public interactions
- Provides Notary Public Services

PROFESSIONAL RESPONSIBILITIES

- Participates in professional organizations including, but not limited to, Ohio Library Council

POSITION REQUIREMENTS

- College Degree in Business, Finance, or other related fields, or equivalent education and work experience
- Five years' experience in accounting/bookkeeping
- Familiarity with governmental fund accounting software
- Knowledge of budgetary, public library financial, federal, state and local statutes
- Must meet requirements for adequate bonding
- Knowledge of complex financial and computer applications
- Ability to interact with public, vendors, and staff in a consistent, friendly and professional manner; possess a positive attitude and a willingness to accept change

Candidate must pass appropriate background checks