

**MCKINLEY MEMORIAL LIBRARY
POSITION DESCRIPTION**

TITLE: FISCAL OFFICER

HOURLY ()	SALARY (X)
NON EXEMPT ()	EXEMPT (X)
ADMIN (X) PROF ()	EXEC

NATURE OF WORK:

The Fiscal Officer serves as the financial officer for McKinley Memorial Library Board of Trustees in accordance with federal, state and local laws and regulations, the directives from the auditor of the State of Ohio, and the policies and decisions of the McKinley Memorial Library Board of Library Trustees. The Fiscal Officer will also have administrative, public services and other duties.

This employee reports directly to the Library Board of Trustees

Work Schedule will include occasional evenings and weekends including Sundays

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

FISCAL OFFICER DUTIES:

- Attends all regular meetings of the board of trustees and other meetings as required
- Writes board meeting minutes and maintains and indexes the board's minutes book
- Works with the director to prepare and mail board information including the agenda, minutes, financial reports, etc in a timely manner.
- Prepares a monthly financial 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 library funds in accordance with the requirements of the auditor of the state of Ohio
- Establishes and maintains overall system of accounting for the Library, including internal controls
- Trains, supervises and reviews the work of the deputy fiscal officer
- Ensures that all financial records are maintained accurately
- Receives and deposits all library funds in approved depositories
- Reconciles bank statements
- Manages the investment of active and interim funds at the board's direction
- Maintains the Library's chart of accounts for financial reporting purposes

- Processes purchase orders
- Processes invoices and issues checks
- Prepares & 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 benefits as mandated by law and good business practices
- Prepares and files all fiscal and payroll forms & reports to federal, state, and local authorities in a timely manner.
- Works with the director in preparation of the annual appropriations resolution and the proposed budget
- Prepares annual certificate of estimated and appropriations documents and amendments to same for timely submission to the County Budget Commission
- Works with the director as a member of the administrative team to provide information and counsel on the present and projected financial condition of the library
- Follows and documents all necessary procedures and laws when dealing with special projects such as tax levies, capital projects and grants
- Advises the director on the formation of library fiscal policy, as appropriate
- Implements accounting system changes
- Knows the library statutory requirements and powers as authorized by the Ohio Revised Code, the opinions of the Ohio Attorney General, and other federal, state, and local laws and regulations
- Serves as prevailing wage coordinator & receives bids for construction projects
- Oversees records retention and destruction including preparing necessary schedules
- Maintains personnel & medical records
- Coordinates outside audits done by State & private auditors. Provides information and supporting documentation to the auditors.
- Assists Director in the preparation of short & long-term financial projections
- Prepares contracts and necessary paperwork for library programs
- Performs additional duties as assigned by the board of trustees

ADMINISTRATIVE DUTIES:

- Maintains the files and records in the Administrative Offices
- Maintains the supply inventory
- Places the orders for supplies needed by the library and dispenses the supplies to all departments
- Assists Director with ordering promotional items. Organizes promotional items for programs and special events
- Responsible for distributing the incoming mail and sending the outgoing mail
- Maintains the equipment in the Administrative Office area and assists with troubleshooting copiers in Public area
- Prepares and processes correspondence, reports
- Arranges printing of newsletter and prepares newsletters for bulk mailing

PUBLIC SERVICES FUNCTIONS

- Will assist in the public services areas of the library when requested

OTHER DUTIES FUNCTION

- Assists Director with personnel related matters
- Assists Director with updating policies
- Attends meetings and serves on temporary committees, as requested
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- Performs additional duties and assignments as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of governmental accounting, generally accepted accounting principles and computer operations
- Knowledge of tax levies
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to plan, schedule and organize work
- Prepares meaningful, concise, and accurate reports
- Communicates effectively in written and oral forms
- Have interpersonal skills, including the ability to work with the board, the director, and co-workers
- Knowledge of and compliance with the Ohio Ethics Law
- Ability to work as a team member in achieving the library's mission in the community
- High ethical standards, self-disciplined, trustworthy
- Personal and professional integrity
- Maintain confidentiality
- Demonstrated behaviors that match the library's core values of having a positive approach, being dependable, team-oriented, professional, and exercising responsible leadership
- The ability to lift up to fifty pounds and climb stairs
- Must possess a valid driver's license and/or have transportation as needed
- Ability to obtain a Public Official Bond

QUALIFICATIONS:

Requires a Bachelor's degree in accounting & a minimum of 3 years of accounting experience, preferably experience in governmental accounting. Experience with Software Solutions/VIP financial software a plus. Must have strong Excel and Word skills.

Board approved 12.08.22