



## Job Description

### Deputy Fiscal Officer

**Department:** Administration  
**Reports To:** Fiscal Officer  
**Job Classification:** Full-Time, Regular, Non-Exempt, Salary Range \$14.00-\$23.00/hour

**Job Summary:** The Deputy Fiscal Officer assists the Fiscal Officer with fiscal management of library resources.

**Mission:** We will serve our community by providing fun and educational experiences through our customer-focused staff and technology. The Deputy Fiscal Officer supports that mission by ensuring that all assigned duties are performed in the most effective and efficient manner, supporting the Fiscal Officer in the library's financial matters.

**Personal & Professional Attributes:** All Licking County Library employees are expected to exercise sensitivity when working with others, display common sense and good judgment, actively promote the Library to the public, uphold the highest level of confidentiality, honesty and integrity, and represent the Library in a positive and professional manner at all times.

**Core Technology Competencies:** All Licking County Library employees must have a demonstrated working knowledge of computer operations, standard office equipment (copiers, faxes, etc.) and must be able to perform simple searches on the Library's online catalog. In addition, all employees must be able to prepare basic documents using a word processing program and have the ability to comprehend and explain to others all Library services including those relating to e-media and e-media devices.

**General Requirements:** Along with the commitment and desire to provide excellent service to library patrons, all Licking County Library employees must have the ability to maintain predictable and regular attendance, work a flexible schedule including daytime, evening and weekend hours, communicate, comprehend and follow Library policy and procedure and develop and maintain positive working relationships with all internal and external stakeholders. All employees must be able to understand library wide operations, satisfactorily perform all of the responsibilities associated with a specific job title and meet the physical requirements of that same job title. All employees must have the ability to alphabetize and perform basic math operations. In addition, all employees must have the ability to work according to the priorities as established by Library Administration and/or the Library Board of Trustees and to adapt to change as necessary.

#### **Minimum Education, Experience, and Licensing Requirements:**

- Bachelor's degree in accounting, business, finance, or a related field from an accredited university.
- Three years related work experience, or an equivalent combination of education, experience, and training.
- Must be able to be bonded by the Library's bonding company.
- Ability to provide own transportation when participating in off-site Library business or activities.
- Must successfully pass a background check.

**Minimum Knowledge, Skills, Abilities, and Other Characteristics**

- Ability to maintain confidentiality.
- Knowledge of office and accounting terminology, processes, procedures, equipment and practices.
- Proficiency with software programs, especially accounting systems, spreadsheets and word processing.
- Excellent verbal, written, and telephone skills.
- Ability to establish and maintain effective relationships with patrons, staff, and the general public.
- Keyboarding, filing, basic math, and alphabetizing skills.
- Ability to operate Library computer terminal and other equipment.
- Ability to follow verbal and written instructions.
- Ability to perform several tasks simultaneously and under pressure.
- Ability to work independently and with a team.
- Ability to perform detail-oriented duties accurately.
- Ability to organize and prioritize workload.
- Knowledge of and willingness to follow and enforce Library policies, procedures, and techniques.
- Ability to recognize and respond to potential dangers to patrons and staff.
- Ability to perform the physical activities associated with this job.
- Flexibility in scheduling in regards to lunch breaks and length of work day.

**Essential Duties:**

- Receives, counts, balances and deposits library funds; maintains files of deposit records.
- Inputs payroll changes, reviews and resolves any timesheet errors during payroll processing, and assists Fiscal Officer with verifying payroll reports prior to acceptance of payroll data.
- Assists with maintaining and posting updates to ADP intra-net website.
- Orders and distributes office/library supplies and maintains supply inventory.
- Assigns purchase order numbers for requisitions and invoices and assists in encumbering purchase orders.
- Processes library material invoices and checks for payment; resolves issues with library material vendors.
- Assists Fiscal Officer with processing non-library material invoices and checks for payment.
- Assists Fiscal Officer with on-line bill pay for utility payments.
- Notifies and collects reimbursement from employees for personal phone calls.
- Maintains inventory records and assists in conducting inventory of Library furniture and equipment.
- Serves as back up to Fiscal Officer in his/her absence to assure the continued day-to-day fiscal operations of the library, reporting to the Director.
- Participates in decision-making and planning by the Library's senior management team.
- Assists with annual purge of records per retention policy.
- All other duties as needed or as assigned.

**Additional Duties:**

- Maintains an awareness of developments in the field of government finance, public sector accounting, and public sector payroll.
- May attend library continuing education activities and/or represent Library at conferences and area events.
- May represent library at community outreach events such as parades, festivals, etc.

**JOB TITLE:** Deputy Fiscal Officer

**PHYSICAL DEMANDS WORKSHEET**

STRENGTH		MOBILITY		SENSORY/PERCEPTUAL	
<b>Lifting</b>	Yes	Throwing	No	<b>Hearing</b>	
Maximum Weight	40lb	Sitting	Yes	Conversation	Yes
<b>Pushing</b>	Yes	Standing	Yes	Sounds	Yes
Maximum Weight	300lb	Walking	Yes	<b>Vision</b>	
Carrying	Yes	Climbing	Yes	Far	Yes
Gripping	Yes	Stooping	Yes	Near	Yes
Pulling	Yes	Bending	Yes	Color	Yes
		Crouching	Yes	Depth	Yes
<b>Reaching</b>		Kneeling	Yes	<b>Perception</b>	
Above shoulders	Yes	Crawling	Yes	Spatial	Yes
To Floor Level	Yes	Twisting	Yes	Form	Yes
		Balancing	Yes	Feeling	Yes

WORK ENVIRONMENT				ACCESSIBILITY	
Inside Work	Yes	Traveling	Yes	Doors	Yes
Outside Work	Yes	Working Alone	Yes	Aisles	Yes
Hot/Cold	Yes	Working in a Group	Yes	Tables	Yes
Fumes	Yes	Interacting w/Public	Yes	Telephones	Yes
<b>Hazards</b>				Staff Room	Yes
Machines	Yes	<b>Operate</b>		Public Restrooms	Yes
Electrical	Yes	Equipment	Yes	Drinking Fountain	Yes
Sharp Tools	Yes	Telephone	Yes	Parking	Yes
Slippery Floors	Yes	Computer	Yes		
Congestion	Yes				
Heat/Cold	Yes				
Dust/Vapor	Yes				

**Understanding & Agreement:** The job description reflects the general information considered necessary to describe the essential functions of the job, and shall not be construed as an exhaustive statement of duties, responsibilities, or requirements that may be inherent in the job. It is not intended to limit or modify the right of any supervisor to assign, direct, or control the work of employees under her/his supervision. The use of a particular expression describing duties shall not be held to exclude other duties not mentioned that are similar kind or level of difficulty.

**Revised:** June 1, 2012

**Board Approved:** September 7, 2012

I understand and will effectively perform the duties & requirements specified in this job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date