

### NORTHEAST OHIO REGIONAL LIBRARY SYSTEM

#### POSITION DESCRIPTION

POSITION:	FISCAL OFFICER
SALARY GRADE:	(NOT GRADED) – Salary Set by Board
REPORTS TO:	NEO-RLS Board of Trustees and Executive Director
STATUS:	Salaried - Exempt – Full-Time (37.5 hours/week)

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The duties listed below are essential job functions for which reasonable accommodations will be made. All job requirements listed indicate the minimum level 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. Employees may be required to perform any other job-related instructions as requested by their supervisor subject to reasonable accommodations.

This position supports the NEO-RLS mission to enhance libraries!

#### PURPOSE

This incumbent is appointed by and responsible to the Board of Trustees. The incumbent is responsible for keeping all financial records and managing all financial functions of the Northeast Ohio Regional Library System (henceforth NEO-RLS) in accordance with all federal, state and local law.

#### ESSENTIAL FUNCTIONS AND DUTIES

- Issues purchase orders, verifies invoices, processes accounts payable, and writes and signs checks.
- Issues invoices to member libraries and tracks payments for group purchases, the sale of materials, and lost/damaged items, etc.
- Generates letters of intent, invoices for membership and optional program fees, and tracks payment.
- Generates and tracks vouchers for continuing education and technology.
- Processes payroll.
- Prepares and completes all necessary monthly, quarterly, and annual financial reports as required by law, the Board of Trustees, the Auditor of State, and State Library of Ohio.
- Invests NEO-RLS's interim funds as the investing authority for the Board of Trustees.
- Keeps Executive Director and Board of Trustees informed and advised of NEO-RLS's financial condition. Attends meetings of the Board of Trustees and its committees, when the financial obligations of NEO-RLS are discussed.

- Responsible for training and refreshing the skills of the Deputy Fiscal Officer so the Deputy can maintain regular office functions in the absence of the Fiscal Officer.
- Attends/participates in appropriate conferences, meetings, workshops, etc., to keep informed on changes in laws and developments in the field.
- Works with the Executive Director in preparing the budget based on goals and programs as determined by the Executive Director and Board of Trustees.
- Secures adequate insurance for NEO-RLS's property, equipment, employee, and Board liability and keeps it current.
- Maintains a current inventory of equipment in the NEO-RLS office.

**QUALIFICATIONS**

1. A minimum three years financial/accounting experience required.
2. Experience with non-profit/fund accounting preferred.
3. Bachelor's degree (or equivalent education & work experience) with finance or accounting focus.
4. Must qualify to be bonded.
5. Must have basic skills and experience with personal computers and accounting software.

**KNOWLEDGE AND ABILITIES**

- Excellent oral and written communication skills.
- Knowledge of administrative policies and laws governing public entity financial practice and procedures.
- Analytical ability required in identifying and correcting errors.
- Accuracy and attention to detail are essential. Works independently and must be able to meet deadlines.
- Judgment and discretion required due to access to payroll and other confidential information.
- All NEO-RLS employees are expected to have and maintain good interpersonal and communication skills; maintain a tolerance and sensitivity to the needs of members, patrons, and staff; maintain a positive and pleasant attitude and be cooperative with members, staff and co-workers.

**EQUIPMENT AND EFFORT REQUIRED**

- Be available to work a flexible schedule that could involve nights and/or weekends where appropriate.
- Must have valid driver's license, appropriate automobile insurance and reliable means of transportation.
- Ability to lift and carry and push a cart of materials weighing up to 30 pounds. Manual dexterity to file items in cabinets from floor level up to 90 inches in height. Manual dexterity needed to operate a personal computer and keyboard, printers, telephone and other office equipment.

The Board of Trustees and the employee shall review this position description annually.

Signatures:

President, NEO-RLS Board of Trustees: \_\_\_\_\_

Date: \_\_\_\_\_

Fiscal Officer: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved by the NEO-RLS Board of Trustees on March 19, 2013**