



Job Description Fiscal Officer

Department: Administration
Reports To: LCL Board of Trustees
Job Classification: Full-Time, Regular, Exempt, Salary Range \$28.21-\$44.10/hour

Job Summary: In consultation with the Library Director, the Fiscal Officer has responsibility for oversight and management of the Library's finances.

Mission: We will serve our community by providing fun and educational experiences through our customer-focused staff and technology. The Fiscal Officer supports that mission by ensuring that the library's financial matters are carried out in a manner that is timely, accurate, legal, ethical, and are in compliance with Ohio's public library standards.

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.
- CPA certification or certification by GFOA preferred.
- Previous accounting and budgeting experience at the supervisory level required with governmental or public library fund accounting experience preferred.
- Must be able to be bonded by the Library's bonding company.
- Familiarity with either of the two major accounting software packages used by public governmental entities preferred.
- The 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

- Demonstrates working knowledge of the generally accepted accounting principles; ethics; state auditing requirements; financial planning and record keeping; public finance; investment of public monies; and, budgeting.
- Demonstrates knowledge of local, state, and federal tax laws.
- Demonstrates ability to direct, supervise, and evaluate the work of others.
- Works with the Board of Trustees, the Director, and other Library senior staff in a consistent, cooperative, professional and effective manner.
- Demonstrates ability to develop long-term financial plans and programs and to evaluate their success.
- Demonstrates ability to effectively present facts and exercise sound professional judgment in arriving at conclusions.
- Demonstrable writing skills appropriate to the community served by the Library.
- Assesses situational needs and develops and implements action plans accordingly.
- Solves problems using innovative and proactive techniques.
- Establishes and maintains effective relationships with the vendors, public, library customers, and staff.
- Demonstrates ability to direct financial planning, including the preparation of governmental budgets and financial reports in conformation with the Auditor of State, the State Library of Ohio, and other local, state, and federal agencies as appropriate.
- Thinks and works independently and with a team.
- Performs detail-oriented duties and tasks accurately and in a timely manner.
- Uses *Word*, *Excel*, and *Outlook*.

Essential Duties:

- Prepares and presents financial reports.
- Maintains financial records and documents as required by applicable laws.
- Maintains all official files and records pursuant to the Library's records retention policy.
- Maintains the official copy of all Board actions and related documents.
- In cooperation with the Director, prepares and submits annual budget and all financial reports for local, state, and federal agencies as required.
- Establishes and maintains overall system of accounting, payroll, and inventory of fixed assets for the Library including internal accounting controls.
- Oversees the payroll process and ensures that all payroll records are maintained and reporting of same is in compliance with local, state, and federal regulations.
- Provides training, along with Director, to department heads and branch supervisors on budgeting issues.
- Negotiates, signs, and administers contracts for or on behalf of the Library with the designated purchasing agent as the deputy purchasing agent.
- Oversees automated accounting system and serves as liaison with hardware and software vendors.
- Assists the Director in preparation of long range fiscal projections.
- In cooperation with the Director, prepares the annual operating, capital and special funds budgets for approval by the Board of Trustees and for submission to authorities.
- Assists the Director and others in preparing specifications and bidding documents for purchases and contracts; reviews submittals resulting from these specifications and makes recommendations.
- Develops and implements Library financial policies and procedures.
- Invests funds in accordance with state statutes and Library policy with appropriate recordkeeping procedures.
- Attends annual continuing education sessions offered by CPIM or equivalent to maintain certified status as a public funds manager.
- Receives and deposits all Library funds in authorized depository accounts in accordance with appropriate state and federal laws.
- Pays out funds and signs checks in compliance with applicable laws and with the annual budget as approved by the Board of Trustees.
- Monitors all financial aspects of purchasing, receiving, supply and equipment inventory operations.
- Provides information and supporting documentation to auditors during regular state audits.
- Follows and documents all necessary procedures and laws when dealing with special projects such as capital projects, grants, and tax levy and bond issue financing.

- Directs, supervises and reviews the work of the Deputy Fiscal Officer or equivalent position and all other staff of the Office of the Fiscal Officer.
- Conducts performance reviews of all staff members of the Office of the Fiscal Officer.
- Participates in the selection of the staff of the Office of the Fiscal Officer along with the Director.
- Serves as a non-voting *ex officio* member of the Library's Finance Committee.
- Participates in decision-making and planning on the Library's senior management team.
- Consistently represents the Library and its services in a positive manner and adheres to Library customer service guidelines and procedures.
- 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.
- Attends library and other job appropriate continuing education activities.
- Represents the Library by working with other library Fiscal Officers and public fiscal officers on a local, regional, and statewide basis.
- Represents the Library as a member of local, regional, state and/or national government financial officer organizations.
- 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: Fiscal Officer

PHYSICAL DEMANDS WORKSHEET

STRENGTH		MOBILITY		SENSORY/PERCEPTUAL	
Lifting	Yes	Throwing	No	Hearing	
Maximum Weight	40lb	Sitting	Yes	Conversation	Yes
Pushing	Yes	Standing	Yes	Sounds	Yes
Maximum Weight	300lb	Walking	Yes	Vision	
Carrying	Yes	Climbing	Yes	Far	Yes
Gripping	Yes	Stooping	Yes	Near	Yes
Pulling	Yes	Bending	Yes	Color	Yes
		Crouching	Yes	Depth	Yes
Reaching		Kneeling	Yes	Perception	
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
Hazards				Staff Room	Yes
Machines	Yes	Operate		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