

2022

**Job Title: FISCAL OFFICER - PT**  
20-28 Hours Per Week

**Pay Range: \$28.00 - \$31.00 per hour**

**Immediate Supervisor:** Board of Trustees

**Job Responsibilities:** In consultation with the library director, plan, organize and carry out the day-to-day financial activities of the library. Maintain payroll, personnel records and fringe benefits for staff. Maintain inventory of library furnishings and equipment.

**Qualifications:** Bachelor's Degree in finance or accounting preferred. An Associate Degree in finance or accounting with a minimum of five years of experience in the field will be considered.

**Knowledge, Skills and Abilities:** Knowledge of governmental bookkeeping, accounting and computer operations and functions. Ability to define problems, collect and analyze data, establish facts and draw conclusions; plan, schedule and organize work. Excellent technology skills including Microsoft Word and Excel. Prepare meaningful concise and accurate reports; communicate effectively in written and oral form; develop excellent rapport with Board of Trustees, Director and other staff. Will be privy to confidential information and will need to be discreet in all areas.

#### **Illustrative Duty Modules**

65% Accounting Duties:

- Maintain accurate and current accounting of all library funds according to guidelines established by the State of Ohio and consistent with generally accepted government accounting principles and practices.
- Prepare and present monthly financial reports on the status of the library to the Director and the Board of Trustees.
- Control financial transactions and records to ensure that the library operates on a sound financial basis.
- Work in conjunction with Director to gather data to prepare and present annual budget, financial reports, appropriation budgets, long term financial projections and specialized budgets for staffing needs or special projects.
- Make bank deposits and maintain change and petty cash funds.
- Prepare and submit annual budget documents to Director and the Board of Trustees.
- Keep financial records of funds in accordance the Ohio Administrative Code, as required by the Auditor of State.
- Follow all necessary procedures and laws while dealing with special projects such as building programs, levy campaigns, grants, etc.
- Attend all regular meetings of the Board of Trustees and any Special Meetings as needed.
- Take and record minutes of regular Board of Trustee meetings and other meetings as needed.
- Monitor need for and purchase all library supplies.

30% Human Resource Duties:

- Maintain all payroll, and personnel records in compliance with local, state and federal regulations, including leave, health insurance, OPERS and other payroll deductions.
- Oversee the library's insurance and benefits programs.
- Prepare and distribute W2 forms.
- Orient new employees on library benefits; process employee applications for insurance; process disability, worker's compensation, and OPERS forms; respond to employee inquiries regarding benefits.

5% Other Duties:

- Prepare and maintain inventory of library equipment for insurance purposes.
- Attend professional development training with various outside groups, which include the Ohio Library Council, Ohio Library Fiscal Officer's Association, OPERS, regulatory agencies, vendors, and user groups.
- Oversee record retention and destruction.
- All other duties as assigned by the Board of Trustees.