

Position Description - Manager

Title:	Fiscal Officer
Department:	Administration
FLSA Status:	Exempt
Employment Status:	Full time
Classification:	Fiscal Officer
Supervisor's Title:	Board of Directors
Positions Supervised:	Administrative Specialist
Fiscal Responsibility:	Yes
Last Revision:	September 2024

GENERAL SUMMARY

The Fiscal Officer oversees and directs the fiscal operations and administration for the Library.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of generally accepted accounting principles, fund and cash-basis accounting, state auditing requirements, budget administration and development, governmental finance, and financial planning.
2. Knowledge of the Library's statutory requirements and powers as authorized in Ohio Revised Code, opinions of the Ohio Attorney General, and applicable federal laws and regulations.
3. Knowledge of common accounting, budgetary, spreadsheet, and payroll software.
4. Knowledge of effective supervisory methods and techniques.
5. Skill in strategic planning.
6. Skill in customer service.
7. Ability to work independently and with co-workers in a wide variety of situations with minimal supervision.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Maintains respect for confidential information at all times.
2. Supervises employees, provides direction, coaches, trains, mentors, hires, and manages performance to organization goals and expectations.
3. Adds value as a key member of management; understands the organization, financials, industry, customers, and strategy.
4. Manages assigned budgets and resources effectively and efficiently; knows and understands organization's financial position.
5. Manages vendors and outside service providers effectively; sets expectations and holds them accountable, as needed.
6. Receipts and deposits all library funds in depositories designated by Board of Directors and in accordance with Ohio Revised Code, oversees cash flow investments and handling of all library monies, and processes transfers of funds between accounts.

7. Assures all financial practices and actions meet legal and regulatory obligations.
8. Prepares and submits all financial filings and reports as required by federal, state, and local law.
9. In close cooperation with the Library Director, oversees and coordinates annual and long range fiscal planning effort and develops forecasts.
10. Coordinates all financial operations and procedures of the Library including accounts payable and receivable, monitoring and reporting on investments and budget, budget planning and forecasting, preparing for and assisting in audits, reviewing and monitoring internal accounting and payroll controls, preparing monthly and annual reports for Board of Directors, and monitoring and balancing bank accounts.
11. Prepares, audits, maintains, and publishes required financial reports/statements for the Board of Directors, Library Director, State Library of Ohio, taxing authority, and State Auditor's Office.
12. Prepares and compiles annual cash basis financial report and management's notes to financials to state auditor.
13. Keeps an account of library funds upon such forms as prescribed by Auditor of State Office guidelines.
14. Renders a statement to the Board of Directors and Library Director monthly, showing revenues, receipts, disbursements, assets, and liabilities.
15. Coordinates closely with the Library Director in Human Resources functions and responsibilities.
16. Prepares all payroll, retirement, leave, and fringe benefits and maintains records in compliance with Ohio Revised Code and applicable federal, state, and local regulations.
17. Submits Certificate of Estimated Resources and appropriations documents and amendments to same for timely submission to County Budget Commission and attends Commission hearings.
18. Attends Board Committee meetings.
19. Serves as Clerk of Board of Directors by attending Board meetings and recording and retaining their minutes.
20. Facilitates the Finance Committee of the Board.
21. Maintains all fiscal records according to records retention policy.
22. Analyzes the library's exposure to the risk of loss, including but not limited to natural risks, environmental risks, political risks, compliance risks, economic/business risks, social risks, and technological risks.
23. In consultation with the Library Director, the Fiscal Officer plans, organizes, and carries out the day-to-day financial activities of the Library and works with the Library Director to resolve financial concerns and problems.
24. Maintains safe deposit box for inventory and budgetary back up devices, legal documents, and information required for disaster recovery and oversees inventory of Library fixed assets.
25. Serves as in charge Library Supervisor as needed.
26. Serves as Notary Public for Library purposes.
27. Performs light housekeeping as necessary to maintain a clean and safe environment.
28. Supports the vision, advances the mission, and embodies the core values of **Integrity, Equality, Service, Innovation, and Teamwork** of the Sandusky Library.
29. Complies with Sandusky Library's policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the position, including [but not limited to] work scheduling and attendance, customer service, use of Library property, technology use, personal conduct, and confidentiality.
30. Other duties as assigned.

POSITION QUALIFICATIONS

- Education: Bachelor's degree in Accounting, Finance, or relevant discipline is required.
- Certifications or licensure: Certified Public Accountant [CPA] is preferred.
- Years of relevant experience: Seven or more years is required. Relevant experience in public accounting is preferred.
- Years of experience supervising: Two or more years is required.
- A valid driver's license, automobile insurance, and reliable personal transportation is required.
- Meets the qualifications to be fully bonded.

COMPETENCIES – MANAGERS

1. Adaptability	7. Organized
2. Communication	8. Problem solving
3. Customer service	9. Project management
4. Innovative	10. Strategic planning
5. Leadership	11. Teamwork
6. Patron awareness	

PHYSICAL DEMANDS AND WORKING CONDITIONS

1. The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
2. The noise level in the work environment is usually quiet.
3. This position is performed in an office setting although off-site meetings in various settings occur.
4. Lifting light objects up to 25 pounds and carrying them short distances [50 feet or less] is required. Pushing carts of library materials up to 150 pounds is not required.
5. Working irregular hours, including evenings and weekends, is required.
6. Some local travel by personal automobile is required. Occasional overnight travel may be required.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description. Reasonable accommodations will be made for persons with disabilities covered by the Americans with Disability Act [ADA] in accordance with its requirements.