



## Assistant Fiscal Officer

Lorain, OH 44052

### Overview

Salary Range      \$46,000.00 - \$69,000.00 Salary/year

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### Description

#### Distinguishing Features of the Position

The Assistant Fiscal Officer assists in the day-to-day financial and accounting operation of the administrative office.

The employee in this class is appointed by and reports to the Board of Trustees pursuant to Section 3375.32 of the Ohio Revised Code; is responsible to the Board of Trustees and works in cooperation with the Library Director; responsible for the fiscal control and management of the library in accordance with state statutes and audit requirements as defined in Chapter 117-4 of the Ohio Administrative Code.

#### Essential Job Duties and Responsibilities

##### Fiscal Operations

- Analyzes data, prepares comparison reports for employee benefit plans.
- Assists in implementing changes in accounting procedures.
- Assists in the preparation of the budget.
- Balances and closes expense/income accounts at month and year end.
- Coordinates processing of accounts payable and receivable including implementing effective monitoring, verification and coding procedures.
- Makes required accounting and payroll journal entries.
- Prepares the payroll and related payroll reports and payments, including OPERS, federal, state and local tax withholding.
- Responsible for the coordination of payroll deductions, premium payments, and reconciliations in collaboration with the Human Resources Manager.
- Responsible for working with payroll system and maintaining the integrity of uniform information with both payroll and human resource information systems in collaboration with the Human Resources Manager.

##### Personnel Management

- Acts for Chief Fiscal Officer in their absence or as assigned, including investment of funds, preparation of budgets, supervision of clerical staff and all required reports.

##### Records Management

- Prepares and manages a variety of documents and reports, including correspondence, statistical summaries, and materials for the Board of Trustees.
- Maintains the fixed-asset inventory and oversees the service records for all furniture and equipment.
- Maintains payroll records.

Performs other duties as assigned.

### Qualifications

#### Minimum Education & Experience Required

- Education: High School Diploma or equivalent is required. Associate's/Bachelor's degree in Accounting or a related field is preferred.
- Certifications or licensure: Certified Government Financial Manager [CGFM], Certified Public Accountant [CPA] is preferred.
- Years of relevant experience: 2 or more years is preferred.
- Years of experience supervising: None.
- Pre-employment drug screening is required.
- Criminal background and education verification checks are required.

#### Knowledge, Skills, & Abilities

- Knowledge of modern principles and practices of business management, including fund accounting techniques as applied to public entities.
- Skill in 10-key adding machine, word processing, database and spreadsheet software.
- Skill in analysis where organizational ability and accuracy are essential to devise and maintain record-keeping procedures.
- Ability to keep abreast of changes in rules and regulations on both the state and federal level.

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- Employee may be exposed to hot and cold weather conditions to perform tasks, or warmer or cooler temperatures within Library buildings and property.
- The noise level in the work environment is usually quiet.
- This position is performed in an office setting although off-site meetings in various settings occur.
- Lifting moderate objects of up to 50 pounds and carrying them distances of up to 50 feet is required.
- Moving moderate objects of up to 50 pounds and pushing them distances of up to 50 feet is required.
- May require working irregular hours, including evenings and weekends.
- Some local travel by library vehicle/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.

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