

## **Open Position Announcement**

**Title:** Fiscal Officer

The Board of Trustees of Rodman Public Library is seeking an experienced, detail-oriented financial leader to serve as Fiscal Officer. This position is for 25 to 40 hours per week, depending on the preference of the successful applicant. The Fiscal Officer reports directly to the library's seven-member Board of Trustees and works closely with the Library Director to steer the library's financial future and ensure strict compliance and transparency.

The library is located in the heart of Alliance, Ohio, with two library locations and a Bookmobile serving the nearly 36,000 residents of Alliance City School District and Marlington Local School District. Rodman Public Library enjoys tremendous community support, thanks to the outstanding customer service provided by the 38 dedicated staff members, a busy slate of programming for all ages, and an extensive collection of physical and digital materials. The library has an annual budget of approximately \$2.8 million.

### **Qualifications:**

- Bachelor's degree in accounting, finance, or related field
- Three years of budgeting and financial reporting experience
- Experience with Uniform Accounting Network (UAN) software preferred
- Must qualify to be bonded and have acceptable credit check
- Must have clear BCI and FBI background check

**Job Summary:** The Fiscal Officer is responsible for the financial accounting operations of the library, serves as custodian of the library's public records, coordinates procedures with the Director, and ensures that all financial accounting operations comply with state and local laws, the directives of the State Auditor, and the policies and decisions of the Board of Trustees.

**Rate of Pay:** \$26.25/hour to \$36.75/hour, depending on qualifications

### **Benefits:**

- OPERS retirement
- Paid holidays, sick leave, and vacation leave
- Continuing education opportunities
- Contributions to health insurance (full-time employees working 30 hours or more per week)

**Date Posted:** June 3, 2026

**Application Procedure:** Interested applicants must submit a resume and a completed Rodman Public Library employment application to [employment@rodmanlibrary.com](mailto:employment@rodmanlibrary.com). The application form can be found online at [rodmanlibrary.com/employment](http://rodmanlibrary.com/employment). This position is open until filled.

## **Position Description**

### **Fiscal Officer**

**Job Summary:** The Fiscal Officer is responsible for the financial accounting operations of the library, serves as custodian of the library's public records, coordinates procedures with the Director, and ensures that all financial accounting operations comply with state and local laws, the directives of the State Auditor, and the policies and decisions of the Board of Trustees.

**Reports to:** Board of Trustees

**Direct Reports:** Fiscal Assistant/Acquisitions Specialist

#### **Qualifications:**

- Bachelor's degree in accounting, finance, or related field
- Three years of job-related experience
- Experience with Uniform Accounting Network (UAN) software preferred
- Must qualify to be bonded and have acceptable credit check
- Must have clear BCI and FBI background check

#### **Accounting**

- Develops and maintains a system of internal accounting controls
- Implements accounting system changes, as necessary
- Oversees the automated accounting and business management system
- Reviews daily accounting transactions and makes necessary adjustments to financial records
- Reviews purchase orders and certifies fund availability
- Prepares and mails checks and ensures that invoices are paid against proper purchase orders and that all documentation is verified
- Reconciles bank statement
- Follows and documents all necessary procedures and laws when dealing with special projects, such as capital projects and grants
- Oversees the library's property, liability, and fiduciary insurance programs
- Reviews formal bids and makes recommendations to the Director and Board of Trustees for major purchases
- Works in collaboration with the Director on all aspects of levy renewals
- Works with Director in obtaining competitive utility rates

#### **Payroll**

- Oversees the payroll process
- Ensures the appropriate processing of payroll checks
- Maintains employee and system master payroll data
- Prepares required reports and payments
- Maintains records related to payroll processes and procedures

- Keeps abreast of legal requirements
- Prepares all projections for salaries and fringe benefits
- Administers efficient time keeping system for the library's employees in UAN
- Works in collaboration with the Director to administer all changes to employee records

### **Budget Accounting**

- Provides information and recommendations related to the financial condition of the library to the Board of Trustees and the Director
- Assists the Director and Board of Trustees in making sound financial decisions
- Provides data and assists the Director in the preparation of the annual budget and appropriations document
- Monitors line-item appropriations and notifies Director of unanticipated spending patterns
- Prepares and modifies annual appropriation resolution, as necessary
- Approves encumbrances to ensure budgetary control
- Monitors line-item appropriations
- Prepares the annual operating, capital, and special revenue budgets for approval by the Board of Trustees and for submission to taxing authorities
- Presents budget information to staff

### **Custody of Funds**

- Receives and deposits library funds in the authorized depository
- Invests funds to maximize interest and in accordance with Ohio Revised Code
- Monitors fund balances and recommends transfers and advances, as necessary
- Expends money as approved by the Board of Trustees

### **Records and Reports**

- Maintains financial records of funds in accordance with state auditing requirements
- Ensures accurate maintenance of financial records
- Executes and signs all fiscal reports on a timely basis, as required
- Prepares monthly and yearly financial statements for the Board of Trustees
- Prepares annual financial report for the State Auditor's office
- Publishes the annual financial report
- Provides information and supporting documentation to auditors during the state audit
- Oversees the library's records retention and destruction and maintains related policies and procedures

### **Knowledge, Skills, and Abilities:**

- Proficiency in planning, scheduling, organizing, prioritizing work, and coordinating multiple tasks
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Demonstrates knowledge of budget development and administration
- Abides by the Public Records Commission requirements and Ohio Tax Codes
- Knowledge of library policies and procedures

- Ability to maintain confidentiality
- Solution-driven attitude, with a strong desire to provide outstanding service to both patrons and co-workers to further the mission of the library
- Develops and maintains effective working relationships with the Board of Trustees, Director, and library staff at all levels
- Excellent written and oral communication skills
- Ability to demonstrate poise and maintain composure in all types of situations
- Ability to provide own transportation in fulfillment of job duties
- Ability to attend relevant training and conferences

NOTES: The preceding statements describe the nature and level of assignments normally given job incumbents. They are not an exhaustive list of duties. Additional related duties may be assigned.

Revised May 19, 2026