

# **Fiscal Officer Job Description ENCLOSURE #7**

## **FISCAL OFFICER (ADMINISTRATION, REPORTS DIRECTLY TO THE BOARD OF TRUSTEES)**

### **SCOPE OF WORK**

The Fiscal Officer serves as the financial officer for the Kinsman Free Public Library Board of Trustees, in accordance with federal, state, and local laws and regulations, the directives of the Auditor of the State of Ohio, and the policies and decisions of the Kinsman Free Public Library Board of Trustees.

### **KNOWLEDGE BASE, SKILLS, AND EXPERIENCE**

- A Bachelor's or Associate's degree in accounting or a related field from an accredited university preferred.
- A minimum of two years' work experience in public accounting or business preferred; some management and supervisory experience preferred.
- Experience with UAN accounting software preferred.
- Continuing education is required to update skills and knowledge due to ever changing laws, regulations and technology.
- Any equivalent combination of experience, which provides the required knowledge, skills, and abilities, will be considered.
- Knowledge of governmental bookkeeping, accounting, and computer operations. High ethical standards, self-disciplined, trustworthy, organizational skills, and commitment.
- Demonstrated behaviors that match the library's core values of having a positive approach, being dependable, team-oriented, professional, and exercising responsible leadership.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to communicate effectively in written and oral forms.
- A valid driver's license and reliable personal transportation available.
- Ability to obtain a Public Official Bond.

### **RESPONSIBILITIES AND DUTIES**

- Attends all regular meetings of the Board of Trustees and other meetings as required.
- Writes board meeting minutes as requested and maintains a minute book.
- Works with the Director to prepare board meeting information, including agenda, minutes, financial reports, etc. in a timely manner.
- Prepares a monthly financial report for presentation at board meetings and, at the end of the fiscal year, prepares and presents an annual financial report.
- Prepares financial analyses at the request of the Board.
- Reviews contracts, business practices, and accounting procedures and makes recommendations to the Board.
- Keeps the financial records of library funds in accordance with Chapter 117-4 of the Ohio Administrative Code, which lists the requirements of the Auditor of the State of Ohio.

- Keeps the accounts of funds upon such forms as are prescribed and approved by the Ohio Bureau of Inspections and Supervision of Public Affairs.
- Oversees petty cash disbursements, receipts of all funds, and credit card usage.
- Trains, supervises, and reviews the work of the Deputy Fiscal Officer.
- Ensures that all financial records are maintained accurately.
- Receives and deposits all library funds in approved depositories.
- Manages the investment of active and interim funds at the Board's direction.
- Pays out money by a check signed by the Fiscal Officer and Deputy Fiscal Officer or one of the following board officers: president, vice president, or secretary.
- Processes all payroll, fringe benefit, and retirement system payments in compliance with the Ohio Revised Code and applicable federal, state, and local regulations.
- Receives bids and serves as Prevailing Wage Coordinator for construction projects. Assists in evaluating insurance plans.
- Ensures that payroll policies and procedures are properly implemented. Review time sheets.
- Communicates personnel policies, benefits, taxes, and pension information to staff and assists in orientation.
- Assists with developing and maintaining a system of internal accounting controls.
- Maintains a permanent file of payroll, fringe benefit, and retirement system records as mandated by law and good business practice.
- Prepares and files all fiscal and payroll reports to federal, state, and local authorities in a timely manner.
- Works with the Director in preparation of the annual appropriations resolution and the proposed budget.
- Works with the Director as a member of the administrative team to provide information and counsel on the present and projected financial condition of the library.
- Advises the Director on the formation of library policy, as appropriate.
- Implements accounting system changes.
- Knows the library statutory requirements and powers as authorized in the Ohio Revised Code, the opinions of the Ohio Attorney General, and other federal, state, and local laws and regulations.
- Performs additional duties as assigned by the Board of Trustees.