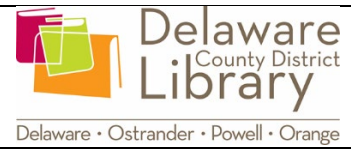


Position Profile



FLSA:	Exempt / Salary	Effective Date:	May 17, 2022
Pay Classification:	N/A	Reports to:	Board of Trustees

Fiscal Officer

Summary of Job Responsibilities: Reporting to the Board of Trustees, the Fiscal Officer serves as the chief financial officer of the Library. The Fiscal Officer acts in accordance with all federal, state, and local laws and regulations, directives of the Auditor of State of Ohio, statutory requirements of the Ohio Revised Code (Section 3375), and the policies and directives of the Delaware County District Library Board of Trustees. This position keeps the financial records of the Library in accordance of the Ohio Revised Code. This position establishes controls and is responsible for governmental accounting, investment management, financial reporting, payroll processing, and audit compliance. Works in conjunction with the Library Director for purposes of daily operations within the Library system. Serves as a member of the administration team. Participates as a member of the management team.

Minimum Qualifications:

- Bachelor's degree in accounting, business, finance, or public administration is required.
- Master's degree in related field and/or certification as a Certified Public Finance Office (CPFO) through the Government Finance Officer Association (GFOA) is preferred.
- Extensive management experience, with progressive levels of responsibility and supervision is required.
- Five to six years related experience or any equivalent combination of experience which provide the required knowledge, skills, and ability is required.
- Public sector governmental fund accounting experience is preferred.
- Ability to work days, evenings, and weekends is required. The schedule may change as the needs of the Library change.
- Ability to travel between Library locations as needed is required.
- Regular and predictable physical attendance is required.

Employment Contingencies:

- Must be eligible for fidelity bond requirements at ordinary rates.
- Must satisfactorily complete a background investigation.

Knowledge, Skills and Abilities:

- Knowledge of and understanding of the Library's statutory requirements and powers as authorized by the Ohio Revised Code (Section 3375), the Ohio Administrative Code (Chapter 117-4), and all applicable federal, state, and local laws and regulations.
- Knowledge of governmental fund accounting and bookkeeping, state auditing requirements, budget development and administration, fund accounting, payroll and banking software, cash flow analysis, and forecasting.

- Knowledge of public meetings and public records compliance.
- Ability to perform a variety of complex accounting duties.
- Ability to allocate funds based upon availability and need.
- Ability to work with Board of Trustees, Library Director, and co-workers.
- Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- Ability to address and resolve patron and staff conflicts.
- Ability to multitask and shift priorities as required.
- Self-motivated with strong time management skills.
- Ability to communicate effectively in written and oral form.
- Ability to define problems, collect data, evaluate evidence, establish facts, and draw valid conclusions.
- Demonstrates strong supervisory skills, as well as knowledge of supervisory methods and techniques.
- Demonstrates strong project management skills, as well as knowledge of project planning and techniques.
- Demonstrates strong strategic planning skills, as well as knowledge of strategic planning and techniques.
- Strong technology skills.
- Flexibility and adaptably.
- Well organized with strict attention to detail.
- Ability to interpret and apply Library policy.
- Works well individually and as part of a team.

Duties and Responsibilities:

- Maintains the financial records of library funds, in accordance with the Ohio Administrative Code, which lists the requirements of the Auditor of the State of Ohio.
- Ensures that all financial records are maintained accurately.
- Manages the investment of active and interim funds at the Board's direction.
- Develops and maintains a system of internal accounting controls.
- Receives and deposits all Library funds in approved depositories. Maintains current depository agreements and collateral.
- Prepares cash flow forecasts based upon historical information and prepares supporting documentation.
- Works with the Library Director in preparation of the annual appropriations resolutions and proposed budget.
- Collaborates with Library Director to evaluate projected major expenditures.
- Reviews accounting transactions and makes necessary adjustments to financial records, ensures purchasing procedures and laws are followed, signs purchase orders, and issues vouchers.

- Prepares monthly and annual financial statements for the Board of Trustees.
- Submits budget and financial reports to the County Auditor and Budget Commission. Provides information and supporting documentation to auditors and other agencies as required.
- Prepares the annual financial report and submits to the State Auditor annually.
- Works with the State Auditor's Office on the biennial audit.
- Communicates with the Board of Trustees, Finance Committee Chair, and Library Director on a regular basis.
- Compiles statistics, analyzes, and prepares reports for the Board of Trustees, Director, and co-workers.
- Keeps and maintains the minutes of the Board of Trustee meetings and manages other administrative tasks, in conjunction with the Secretary of the Board.
- Secures appropriate liability, property, automobile, and errors and omissions insurance policies.
- Oversees the computerized accounting and payroll systems.
- Oversees all payroll operations, ensures that current and historical payroll reports and files are maintained in accordance with laws and best practices.
- Advises the Library Director on the formation of Library fiscal policy, as appropriate.
- Implements accounting system changes.
- Plans, develops, implements, and evaluates services and procedures for the Fiscal Office.
- Hires and supervises Fiscal staff. Provides direction, coaches, trains and develops, and sets performance standards to meet or exceed Library goals and expectations.
- Stays up to date with new developments, best practices, participates in continuing education events, and attends appropriate conferences/trainings.
- Participates in the state library association and/or other professional organizations.
- Attends meetings of the Board of Trustees.
- Attends regular staff and committee meetings as assigned.
- Supports and implements the Library's Mission Statement, Vision Statement, Strategic Plan, and Customer Service Expectations. Contributes to the strategic and long-range planning for the Library system.
- Performs other duties and tasks as assigned by the Board of Trustees.

Note: The tasks listed above are illustrative, but not exhaustive, of the tasks performed by persons in this classification.

Working Conditions:

- All Library positions require some or varying levels of physical activity, including standing, walking, reaching, squatting, lifting, carrying, pushing, and grasping.
- Ability to sit and use computer for extended periods and standard office equipment daily.
- Majority of work performed in a public building office environment.

- Employees should be able to lift 10 lbs. consistently and 75 lbs. occasionally.
- Requires travel between Library locations as needed.
- Requires ability for extended hours as needed.
- Requires occasional evening and/or weekends as needed.
- Requires periodic participation and attendance at events and trainings.

Employee Acknowledgement: I have read this position profile and had the opportunity to ask questions.

Employee

Date