

## **Kirtland Public Library**

### **Job Description**

### **FISCAL OFFICER**

#### **QUALIFICATIONS:**

Experience in public finance administration with college and/or work experience in accounting, business, or public administration, or any equivalent combination of experience which provides the required knowledge, skills, and abilities.

Education: Associate's Degree  
Bachelor's Degree, preferred

Able to meet bonding requirements and background check

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- \* Knowledge of the Uniform Accounting Network.
- \* Knowledge of governmental bookkeeping, accounting, and computer operations
- \* Ability to define problems, collect data, establish facts, and draw valid conclusions
- \* Ability to organize, plan, schedule, and complete work independently and in a timely manner
- \* Prepares meaningful, concise, and accurate reports
- \* Communicates effectively in written and oral forms
- \* Has interpersonal skills, including the ability to work with the Board, the Library Director, and co-workers
- \* Ability to prepare and make presentations to community groups
- \* Ability to work as a team member in achieving the Library's mission in the community
- \* Personal and professional integrity

#### **RESPONSIBLE TO:**

Board of Trustees

#### **DUTIES AND RESPONSIBILITIES:**

Serves as the financial officer for the Kirtland Public Library 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 Kirtland Public Library Board of Trustees

- \* Attends all regular meetings of the Board of Trustees and other meetings as required
- \* Serves on Board Committees as appropriate

- \* Writes Board meeting minutes and maintains minute book as a permanent record
- \* Works with Library Director to prepare and mail Board meeting information, including agenda, minutes, financial reports, etc., in a timely manner
- \* Prepares a written monthly financial report for presentation at Board meetings, and at the end of the fiscal year, prepares and presents a written annual financial report
- \* Prepares financial analyses at the Board's request
- \* Reviews contracts, business practices, and accounting procedures and makes recommendations to the Board
- \* Prepares special correspondence that is outside the purview of the Board secretary
- \* Works with Kirtland School Board and Treasurer for budget approval, levy preparation and to appoint/reappoint Board members.
- \* Keeps the financial records of Library funds in accordance with Chapter 117-2-02 of the Ohio Administrative Code, which lists the requirements of the Auditor of the State of Ohio
- \* Prepares annual financial statements as required by the State Auditor of Ohio
- \* Participates in the auditing process required by the Ohio Revised Code
- \* 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 check signed by the Fiscal Officer or Deputy Fiscal Officer *and* one of the following Board officers: President, Vice-President , or Secretary
- \* Process all payroll, tax withholding, fringe benefit and retirement system payments in compliance with the Ohio Revised code and applicable federal, state , and local regulations
- \* Maintains a permanent file of payroll tax withholding, 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
- \* Maintains financial and/or payroll records as set forth in the Library's Records Retention Policy
- \* Serve as Records Retention Administrator
- \* Works with the Library Director in preparation of the annual appropriations resolution and the proposed budget
- \* Works with the Library 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 Library Board and the Director on the formation of Library policy, as appropriate
- \* Implements accounting system changes, including installation of software updates in a timely manner
- \* Uses information technology, e-banking, electronic filing, etc. as approved by the Board to promote efficiency, timeliness, and accuracy in performance of required duties
- \* Knows the library statutory requirements and powers as authorized in the Ohio Revised Code, Ohio Attorney General Opinions, and other federal, state, and local laws and regulations
- \* Participates in training and continuing education programs
- \* Performs additional duties as assigned by the Board of Trustees.

Revised & Approved: February 7, 2017; 5/22/2013;  
Approved: December 13, 1999