

Pickerington Public Library

Job Title: Fiscal Officer

Classification: Exempt

Department: Administration

Salary Range: \$65,000 - \$90,000

Benefits: Comprehensive benefits package includes: PTO; paid holidays; medical, dental, vision & life; OPERS (Ohio Public Employees Retirement System), Professional development.

Weekly Hours: Primarily daytime business hours Mon-Fri with occasional evening and weekend hours.

Purpose:

The Fiscal Officer oversees the financial accounting for the library and provides a prominent level of customer service to staff, BOT (Board of Trustees) and vendors. This position ensures that all financial operations comply with statutes of the State of Ohio, State Auditor requirements, federal and local laws, sound financial practices, and library policies. The Fiscal Officer has a direct responsibility to the Board of Trustees and serves as the fiscal officer of the library pursuant to Ohio Revised Code Section 3375.32. The Library Board appoints the Fiscal Officer and reviews the Fiscal Officer's performance. The Fiscal Officer works with the Director for daily operations and serves as a member of the library's management team.

ESSENTIAL FUNCTIONS:

- Manages daily operations of the Fiscal Office.
- Responsible for the proper receipt, investment, and expenditure of public funds.
- Provides the Board of Trustees and the Director with current and accurate financial information so that informed decisions can be made.
- Manages the Library's financial and payroll systems. This includes all aspects of payroll, purchasing, accounts payable, accounts receivable, revenue, and general ledger. Maintains the financial, payroll, OPERS reporting for staff, contractors, and fringe benefit records of the library.
- Manages cash flow and prepares financial forecasts.
- Prepares and presents monthly and annual financial statements and financial information to the Library Board.
- Prepares formal Board documents and resolutions in conjunction with the Director.
- Recommend financial policies to the Library Board and the Director.
- Maintains the library's commercial and liability insurance coverage.
- Manages the annual budget reporting requirements, financial forecast, and request for proposal process.
- Maintains financial records in accordance with Chapter 117-4, Ohio Administrative Code. Manages biennial audit.
- Ensures compliance with library policies as well as legal and regulatory requirements.
- Attends Library Board meetings; serves as a member of the Library's Public Record Commission; serves as liaison to the Board's Finance Committee and attends other Board committee meetings as requested.
- Assists the Director in developing the annual budget.
- Advises the Director on library purchases to ensure that legal purchasing requirements are satisfied, and budgetary guidelines are observed.
- Evaluates the performance of Deputy Fiscal Officer.
- Provides training to staff about budgets.
- Attends annual CPIM training.

- Prepares and maintains Board meeting minutes.
- Maintains and updates the asset inventory at all library locations for insurance.
- Reviews contracts for Maintenance, equipment, etc.

Additional Duties:

- Develops, evaluates, implements, and documents all financial procedures.
- Maintains all public records as prescribed by the Ohio Auditor of State, Ohio Administrative Code, Ohio Revised Code, and library policy.
- Assists Human Resources with employee benefit administration.
- Oversees public bid processes and assists with the review and negotiation of contracts.
- Keeps the Board and Director abreast of state laws and regulations governing the library.
- Keeps abreast of current trends and technology; participates in professional and related organizations.
- Follow library safety and emergency policies and procedures.
- May occasionally represent the library at community events or meetings.
- Performs other duties and responsibilities as assigned by the Board of Trustees or Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of government accounting principles, practices, and procedures.
- Knowledge of state and federal law relating to fiscal management and investment of public funds, accepted accounting principles, fund accounting, and financial planning.
- Knowledge of the library's statutory requirements and powers as authorized by the Ohio Revised Code (Section 3375), Ohio Administrative Code, opinions of the Attorney General, and applicable laws and regulations.
- Excellence in the use of spreadsheet software, computerized accounting, UAN a plus and payroll systems.
- Effective interpersonal skills, including the ability to communicate clearly in verbal and written English.
- Ability to plan, schedule, and organize work effectively, and meet deadlines.
- Ability to evaluate and recommend new financial software and business tools.
- Demonstrated leadership skills, including: the ability to serve as a role model, demonstrate sound judgment, resolve problems and conflicts equitably, and participate as a productive and positive team member.
- Ability to deliver a standard of service that is responsive, friendly, and efficient.
- Valid Ohio driver's license, and proof of insurance required.
- Ability to pass background check.
- Must meet requirements for adequate bonding.

EDUCATION AND EXPERIENCE:

- Bachelor's degree with emphasis in accounting, business administration, public administration, or related field required.
- Minimum of five years public sector fiscal management experience
- Three years supervisory and management experience.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

- Work is performed primarily in a general office environment.
- Requires availability for extended hours, as needed, and periodic attendance at events or

meetings.

- Ability to regain focus with frequent interruptions and distractions.
- Ability to lift and move up to thirty (30) pounds.
- Manual dexterity sufficient to perform general typing and operate standard office equipment.
- Periodic intense concentration and sustained viewing of a computer monitor.

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Pickerington Public Library.

Updated September 18, 2023

