



SCIOTO COUNTY PUBLIC LIBRARY

EMPLOYMENT OPPORTUNITY Full-time Fiscal Officer

The Scioto County Public Library has a vacancy for a Full-time Fiscal Officer. Under the direction of the Library Board of Trustees and in conjunction with the Library Director, the Fiscal Officer plans, organizes, and administers the daily financial activities of library operations and follows legal and procedural regulations as defined under the Ohio Revised Code for receiving, investing, and appropriating library funds. The Library has an annual budget of \$4.6 million.

Candidate must possess a bachelor's degree (accounting or business preferred), have a minimum of 5 years' experience in accounting and business management (public sector preferred), ability to obtain a Public Official Bond and proficiency in financial data processing systems (Software Solutions, Inc. preferred). Successful completion of criminal background check, credit check, and proof of auto liability insurance required. A full job description is available online.

Salary range is \$60,000 to \$65,000 commensurate with experience and a generous benefit package is included.

Interested applicants should complete an application online under the Fiscal Officer position at www.sciotolibrary.org (under the Careers tab) and attach a cover letter, resume and three professional references.



SCIOTO COUNTY
PUBLIC LIBRARY

Fiscal Officer

Summary:

The Fiscal Officer, under the direction of the Board of Trustees, is a Leadership team member who is responsible for providing collaborative guidance system-wide. The Fiscal Officer is responsible for the financial operations of the Library pursuant to the Ohio Revised Code (ORC) sections 3375.36-3375.39 and ensuring that all financial operations comply with state and local laws, the directives of the Ohio State Auditor, and policies and decisions of the Scioto County Public Library Board of Trustees.

Minimum Job Requirements:

- Bachelor's degree (Business or Accounting major preferred)
- Ability to attain Public Official Bond
- Minimum five years' experience in accounting and business management, public sector experience preferred
- Proficiency in use of automated financial data processing systems (Software Solutions Inc., QuickBooks)
- The ability to meet scheduled hours with rare absences; includes evenings and weekends
- Driver's License, car insurance, and access to reliable transportation / vehicle
- Commitment to excellence in customer service and representing the library in a positive manner
- Exceptional communication skills; both verbally and in writing
- The ability to effectively use Microsoft Office Suite and use new software and technology

Essential Functions:

- Responsible for overseeing the financial operations of the Library
- Follows legal and procedural regulations as defined under the ORC for receiving, investing and appropriating funds
- Reconciliation of bank accounts, oversee accounts payable and receivable
- Recommends fiscal and operational policies to the Director and a seven-member Board of Trustees
- Prepares annual budget and appropriations with the Director
- Develops and maintains a system of internal accounting controls
- Prepares and modifies appropriation resolutions and certificates of estimated resources as needed
- Monitors fund balances and recommends transfers when needed
- Provides accurate information and advice on the financial conditions of the library to the Board, the audit committee and the Director
- Reports monthly and annual financial reports to the Board of Trustees and other authorities as required
- Reviews contracts, business practices, and accounting procedures and makes recommendations to the Director and the Board
- Process levy monies and submits reports as required and received
- Implements and ensures compliance with policies and procedures
- Assists in the preparation of board packets, attends board meetings and prepares board minutes
- Coordinate with Human Resources Manager on compensation, benefits, payroll, etc.
- Supervises the Deputy Fiscal Officer

Additional Functions:

- Assist other Departments as needed
- Other Duties as Assigned

Knowledge, Skills, and Abilities:

- Considerable knowledge and understanding of library operations
- The ability to exercise initiative and independent judgment
- The ability to handle and maintain confidential and sensitive information
- Knowledge of and compliance with library policies and procedures
- The ability to work cooperatively and effectively with other staff members and library departments
- Knowledge of and compliance with emergency and safety policies and procedures
- The ability to deal with frequent interruptions in work and move among various tasks effectively
- The ability to learn and implement current and emerging technologies

Special Requirements:

- Update job-related knowledge and skills through continuing education workshops, webinars, conferences and staff development activities

Physical Requirements:

- Considerable manual dexterity for use of keyboard and standard office equipment
- Requires ability to manipulate library materials, such as books, magazines, and DVDs
- Requires a combination of sitting, standing, walking, kneeling, squatting, and some driving
- Requires regularly lifting items weighing up to fifty pounds; sometimes loading and unloading materials
- Abilities of reaching, bending, climbing, and twisting
- The ability to push full book carts for considerable distances
- Some outdoor activity; majority of time in climate-controlled environment. Regularly required to talk and/or hear within normal ranges
- The ability to respond to alarms and communicate safety information to patrons and staff
- Visual acuity for sustained use of computer monitor

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and the requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this document. Any essential functions of this position will be evaluated as necessary should an applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Employee Signature

Date