POSITION OPENING
FISCAL OFFICER

JOB TITLE: Fiscal Officer
HOURS: Full-time; Exempt
SALARY: Commensurate with experience. Generous benefit package including paid vacation, sick and holiday time; participation in Ohio Public Employees Retirement System; optional medical, dental, vision, life and other insurance coverages; and Ohio Deferred Compensation.

DEFINITION
This exempt employee is employed by and is responsible to the Board of Trustees. The Fiscal Officer manages the financial functions and records of the public library in accordance with all federal, state, and local laws. This employee works alongside with the Director on financial planning and the day-to-day financial activities of the library.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES
Maintains financial records in accordance with Chapter 117-4, OH Adm. Code, as required by the Auditor of State.
In cooperation with the Director, prepares the annual operating, capital and special fund budgets for approval by the Board of Trustees and for submission to the taxing authority.
Works with the Director on employee salary and fringe benefit recommendations.
Oversees the automated accounting system and serves as liaison to accounting system hardware and software vendors.
Controls financial transactions within the approved budget, including issuing purchase orders, verifying and paying of invoices, processing payroll, and writing, signing, and disbursing checks.
Receives, deposits, disburses all monies; balances bank statements; manages library’s investments in depositories approved by state law.
Attends meetings of the Board of Trustees and participates in special meetings where the financial obligations of the library are discussed.
Provides analysis of current financial conditions of the library to the Board of Trustees and the Director on a monthly basis and projected financial conditions of a periodic basis.
Keeps the Director and Board of Trustees informed about the library’s financial condition and prepares projections for library financial planning.
Completes and files employment, personnel leave and payroll records, financial and tax reports, insurance forms, retirement plans, unemployment and workers’ compensation data, and other related documents in accordance with local, state and federal regulations.
Assists as a liaison with legal counsel when appropriate.
Signs contracts involving financial obligations for the library and in accordance with the policies adopted by the Board of Trustees.
ADDITIONAL DUTIES
Recommends bank depositories, security bonds, and investment instruments and monitors insurance plans. Secures adequate current property and liability insurance for the library, employees, and the Board of Trustees.
Establishes internal controls for the library’s system of accounting.
Provides information and supporting documents to auditors during financial audits.
Attends appropriate meetings and workshops to keep informed of changes in laws, public finance, and fiscal management.
Consults with the Director on the modification of current practices and the application of new procedures.
Communicates with employees, vendors, and agencies on financial issues. May be required to evaluate equipment and services relevant to the library’s fiscal needs.
Maintains inventory of fixed assets and provides secure storage for all vital business records, including accounting back-up disks and legal documents.
Participates with other staff in maintaining a safe, positive library environment.
Performs other related duties as required by the Board of Trustees or the Director.

QUALIFICATIONS
Bachelor’s Degree in Business, Finance or Accounting preferred from an accredited university or a combination of academic course work and experience in public finance/library accounting.
Must qualify to be bonded.
Must have experience with personal computers and be able to operate a microcomputer based accounting system.

KNOWLEDGE AND ABILITIES
Must be knowledgeable of administrative policies, laws governing public entity financial practice and procedures, ethics, budget development, employee benefits, and audit requirements.
Good communication skills, both written and oral, are necessary.
Shall have the ability to learn and implement the Uniform Accounting System (UAN) of the State of Ohio.
Accuracy, attention to detail and analytical ability are essential.
Must work independently with judgment and discretion to meet deadlines, handle multiple priorities and process confidential information.
Must have the ability to define problems, collect data, establish facts and draw conclusions to make objective decisions affecting the fiscal operations of the library.
Effective interpersonal skills are required in dealing with employees, Trustees, vendors, the Director, and other agencies.

POSTED: Position open until filled.

For consideration, submit a resume and cover letter including salary expectations to: Search Committee, “Application for Fiscal Officer,” Newton Falls Public Library, 204 S. Canal St., Newton Falls, OH 44444 or by e-mail to director@newtonfalls.org.