

## Fiscal Officer

The Norwalk Public Library is seeking a detail-oriented, part-time Fiscal Officer, who works well independently and with others. The Fiscal Officer works closely with the Library Director and under the direction of the Norwalk Public Library Board of Trustees.

### **Qualifications**

- Minimum educational qualifications: Bachelor's or Associate's degree in Accounting, or equivalent combination of education, training and two (2) years experience of government accounting or equivalent that provides the required knowledge, skills, and abilities at discretion of the Board of Trustees.
- Experience in budgeting, bookkeeping, and payroll preferred
- Experience in government or public fund accounting preferred
- A valid driver's license and reliable transportation is required
- A criminal background check is required
- Eligibility for bonding is required

**Schedule:** 20-25 hours per week

**Compensation:** based on candidate's knowledge, skills and abilities to perform this job

**Benefits:** OPERS retirement, paid vacation & sick leave, and paid designated holidays

**To Apply:** Send resume to the following emails or mail documents to the library at the address below:

diane.hagan@norwalk.lib.oh.us  
libby.rutledge@norwalk.lib.oh.us  
ryan.winkler@norwalk.lib.oh.us

Norwalk Public Library  
Attn: Board of Trustees  
46 W. Main Street  
Norwalk, OH 44857

## Norwalk Public Library Fiscal Officer Position Description

An Equal Opportunity Employer

### Fiscal Officer Reports to: Board of Trustees

**Job Summary:** The Fiscal Officer supports the Board of Trustees and maintains responsibility for financial accounting and management of the Library system including budget, accounts payable and receivable, deposits, payroll, contracts, and reporting. The Fiscal Officer is responsible for the financial operations of the library and provides information on the financial condition of the library. The Fiscal Officer ensures that all financial operations comply with the statutes of the State of Ohio, State Auditor requirements, federal and local laws, sound financial practices, and library policies.

### Essential Duties and Responsibilities

- Receives and deposits all library funds in approved depositories and maintains records of receipts; provides guidance and input to the Board of Trustees to make recommendations of library funds
- Manages payroll from timesheet auditing through check preparation: maintains payroll, OPERS, and withholding records for all employees as mandated by law; prepares and files monthly/quarterly payroll reports including W-2's to federal, state and local authorities
- Administers the library's fiscal affairs on budget software known as Uniform Accounting Network (UAN) accounting system; updates UAN software and maintains accurate data; makes recommendations to the board for any accounting system changes
- Prepares a monthly financial report for presentation at board meetings including revenue, receipts, disbursements, assets and liabilities; and, at the end of the fiscal year, prepares and presents an annual financial report
- Prepares financial analysis at board's request
- Creates notifications in newspapers for regular and special meetings of the Norwalk Public Library Board of Trustees
- Attends all regular & special meetings of the Norwalk Library Board of Trustees
- Maintains & distributes board meeting minutes
- Works with the Director & Board President to prepare and email board meeting information, including agenda, minutes, financial reports, etc., in a timely manner
- Reviews contracts, business practices and accounting procedures, and provides recommendations to the board
- Ensures that all financial records are maintained accurately
- Does bank reconciliations for all bank accounts on a monthly basis

- Ensures prompt payment of vendor bills by creating purchase orders, assigning account distributions, verifying invoices and generating warrants
- Maintains change fund and petty cash fund
- Maintains and implements records retention and discarding of records per library policy
- Works with the Director in preparation of permanent appropriations and proposed budget
- Works with the Director as part of the administrative team to provide information and counsel on the present and projected financial condition of the library
- Advises the Director on the formation of library policy, as appropriate
- Knows the library statutory requirements and powers as authorized in the Ohio Revised Code, the opinions of the Ohio Attorney General and other federal, state, and local laws and regulations
- Prepares any correspondence related to the office of the Fiscal Officer
- Attends conferences and training as directed by the board of trustees
- Conducts new hire orientation by providing and reviewing orientation information packets with employee; this includes gathering withholding/payroll and obtain signatures for benefit programs
- Maintain employee personnel files; track employee vacation, sick and personal time; ensures accurate personnel reports are submitted to proper agencies
- Perform benefits administration of Medical and Life Insurance Plans including annual re-evaluation of employee benefit policies for cost effectiveness
- Perform administration of General Liability and Property Insurance for the Library; includes being the liaison with the insurance company and getting quotes as needed

**Additional Duties** Performs additional duties as assigned by the Board of Trustees

### Knowledge, Skills, and Abilities

- General bookkeeping, accounting, and payroll skills
- Ability to communicate effectively & work independently
- Ability to plan, schedule, and organize work
- Proficient with technology including Microsoft Office 365, Microsoft Teams, and Outlook
- Knowledgeable and proficient with budget software - Uniform Accounting Network (UAN)
- Knowledge of government fund accounting and public library finance
- Knowledge of employment law and reporting
- Knowledge of Robert's Rules of Order
- Knowledge of employee benefits
- Maintain confidentiality of non-public and sensitive subject matter

**Working Conditions:** The library environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employee is occasionally exposed to minor cuts and other injuries

**Equipment Operated:** Computer, Financial [UAN] system & other software as required, Telephone, calculator, fax machine, copier and other general office equipment

**Contact with Others:** General public, staff, Board of Trustees, patrons, vendors and other contracted service staff, & governmental officials