

**Title: Fiscal Officer**  
**Hours: 15-20 hours/week, flexible hours**  
**Salary Range: \$20 - \$25/hour**  
**Reports to: Board of Trustees**

**Wickliffe Public Library**  
**Wickliffe, OH 44092**

### **GENERAL SUMMARY**

Under general direction of the Board of Trustees and in consultation with the Director of the Library, is responsible for managing business functions and insuring that financial operations of the library comply with Federal, State and local laws, directives of the State Auditor and policies of the Wickliffe Public Library.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Pays out monies as directed by Board of Trustees
- Receives and deposits all library funds in authorized accounts
- Prepare and file all fiscal and payroll reports to the federal, state and local authorities in a timely manner
- Keeps a financial record of funds in accordance with Chapter 117-4, Ohio Administrative Code, as required by the Auditor of the State
- Participates in development of Annual Budget, proposals and grant applications
- Works with Director to prepare monthly board meeting information including agenda, minutes, financial reports, etc. in a timely manner
- Participates in the auditing process required by Ohio Revised Code
- Deals with special projects such as levy campaigns, Bond issues, building programs and grant reporting, other projects as directed by the Board of Trustees
- Participates in long range planning for the library
- Attends meetings of the Board of Trustees
- Write Board Meeting minutes and maintain minute book as permanent record
- Serve on Board Committees as appropriate
- Recommends contract providers such as bank, insurance, financial plans
- Attends meetings, professional conferences and workshops, to maintain/gain knowledge in library finance
- Maintains good relations with the public and staff

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Comprehensive knowledge of administrative policies and financial practices and procedures
- Thorough knowledge of governmental accounting
- Ability to prepare financial reports
- Knowledge of State and Federal employment rules and regulations
- Working knowledge of employment record requirements

- Ability to perform fiscal planning, to advise Director on the formation of fiscal policy, methods and procedures

### **EFFORT REQUIRED**

Work generally requires sitting, walking, standing and lifting of light materials; use of office equipment. There may be high level amounts of mental/visual stress; attention to detail. Work may be subject to frequent interruptions.

### **QUALIFICATIONS**

- Associate's degree in accounting. Bachelor's degree preferred or equivalent experience in public finance administration with college coursework and/or work experience in accounting, business, or public administration, or any equivalent combination of experience which provides the required knowledge, skills and abilities.
- Able to meet bonding requirements and background check
- Valid Ohio Driver's License

**For consideration, please submit a cover letter and resume via email to [robin.bartley@wickliffe.lib.oh.us](mailto:robin.bartley@wickliffe.lib.oh.us) or by mail to Board of Trustees, Wickliffe Public Library, 1713 Lincoln Road Wickliffe, OH 44092**

**Deadline for applications:** Applications received by June 26, 2024 will receive first consideration. Applications will be accepted until the position is filled.