

ADAMS COUNTY PUBLIC LIBRARY

SECTION 2.820 – FISCAL OFFICER (adopted 6/8/16)

The fiscal officer serves as the financial officer for the Adams County Public Library in accordance with federal, state, and local laws and regulations, the directives of the auditor of the State of Ohio, and the policies and decisions of the Adams County Public Library Board of Trustees.

Knowledge Base and Experience

- Experience in public finance administration with previous college or work experience in accounting, business, or public administration, or any equivalent combination of experience, which provides the required knowledge, skills, and abilities.
- Knowledge of governmental bookkeeping, accounting, and computer operations.
- High ethical standards, self-disciplined, trustworthy, organizational skills, and commitment.
- Demonstrated behaviors that match the library's core values of positive approach, dependable, team-oriented, professional, and responsible leadership.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to communicate effectively in written and oral forms.
- A valid driver's license and reliable personal transportation available.

Responsibilities and Duties

- Attends all regular meetings of the board of trustees and other meetings as required.
- Writes board meeting minutes as requested and maintains minute book.
- Works with the executive director to prepare and mail board meeting information, including agenda, minutes, financial reports, etc. in a timely manner.
- Prepares a monthly financial report for presentation at board meetings and, at the end of the fiscal year, prepares and presents an annual financial report.
- Prepares financial analyses at the board's request.
- Reviews contracts, business practices, and accounting procedures and makes recommendations to the board.
- Prepares special correspondence that is outside the purview of the board secretary.
- Keeps the financial records of library funds in accordance with Chapter 117-4 of the Ohio Administrative Code, which lists the requirements of the auditor of the state of Ohio.
- Keeps the accounts of funds upon such forms as are prescribed and approved by the Ohio Bureau of Inspections and Supervision of Public Affairs.
- Trains, supervises, and reviews the work of the deputy fiscal officer.
- Ensures that all financial records are maintained accurately. Receives and deposits all library funds in approved depositories.
- Manages the investment of active and interim funds at the board's direction.
- Pays out money by a check signed by the fiscal officer or deputy fiscal officer and one of the following board officers: president, vice president, or secretary. Processes all payroll, fringe benefit, and retirement system payments in compliance with the Ohio Revised Code and applicable federal, state, and local regulations.

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- Maintains a permanent file of payroll, fringe benefit, and retirement system records as mandated by law and good business practice.
- Prepares and files all fiscal and payroll reports to federal, state, and local authorities in a timely manner.
- Works with the executive director in preparation of the annual appropriations resolution and the proposed budget.
- Works with the executive director as a member of the administrative team to provide information and counsel on the present and projected financial condition of the library.
- Advises the executive director on the formation of library policy, as appropriate.
- Implements accounting system changes.
- 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.
- Performs additional duties as assigned by the board of trustees.

Supervision exercised: Deputy fiscal officer

Supervision received: Board of trustees

Classification: Professional; salaried; nonexempt

Schedule of hours: As determined by the board of trustees.

The above statements are intended to describe the general nature and level of work that is to be performed by personnel classified as a fiscal officer. The statements are not intended to be an exhaustive list of all responsibilities and duties that might be required of persons assigned to this position.