

ADAMS COUNTY PUBLIC LIBRARY

SECTION 2.821 – DEPUTY FISCAL OFFICER (adopted 9/14/05)

The deputy fiscal officer performs a variety of accounting tasks specifically assigned by the fiscal officer, or by the library board in the absence of the fiscal officer.

Knowledge Base and Experience:

- On-the-job training with performance indicators of ability to successfully manage the job assignments.
- Knowledge of computer operations and accuracy with numbers.
- 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:

- Under supervision of the fiscal officer performs activities such as those listed below.
- Keeps 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.
- 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 payroll, fringe benefit, and retirement system payments in compliance with the Ohio Revised Code and applicable federal, state, and local regulations.
- 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.
- Performs additional duties as assigned by the fiscal officer or by the board of trustees in the absence of the fiscal officer.

Supervision exercised: None

Supervision received: Fiscal Officer

Classification: Paraprofessional; hourly; nonexempt

Schedule of hours: Supplementary assignment; may include evening and weekend hours.

The above statements are intended to describe the general nature and level of work that is to be performed by personnel classified as a deputy 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.