

FISCAL OFFICER

The Alger Public Library has an opening for a regular part-time Fiscal Officer, reporting to the Board of Trustees. Primary duties include: run weekly payroll, issue purchase orders and pay invoices, oversee investments, and comply with legal requirements. We are looking for someone with an Associate's Degree, or equivalent years of related experience & education. Experience with Uniform Accounting Network (UAN) is preferred. Email resume to shensley@seolibraries.org

Alger Public Library
Of the Upper Scioto Valley School District

JOB DESCRIPTION

Job Title: Fiscal Officer
Reports To: Board of Trustees
FLSA Status: Non-Exempt

Summary

Serves as the financial officer for the Alger 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 Alger Public Library Board of Trustees.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Attend all regular meetings of the Board of Trustees and other meetings as required.
- Writes Board meeting minutes when requested and maintains minute book.
- Works with the 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.
- 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 checks signed by the Fiscal Officer and one of the Board officers (President, Vice President or Secretary).
- Processes all payroll, fringe benefits and retirement system payments in compliance with Ohio Revised Code and applicable Federal, State and Local regulations.
- Maintains a permanent file of payroll, fringe benefits and retirement system records as mandated by law and good business practices.
- Prepares and files all fiscal and payroll reports to Federal, State and Local authorities in a timely manner.
- Works with the Director in preparation of the annual appropriations resolution and the proposed budget.
- Works with the Director as a member of the administrative team to provide information and counsel on the present and projected financial condition of the Library.
- 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 other related duties as required.

Supervisory Responsibilities

This is not a supervisory position.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or six months to one year related experience and/or training; or equivalent combination of education and experience.

Knowledge, Skills and Abilities Required

Knowledge of Governmental bookkeeping, accounting and computer operations. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to plan, schedule and organize work. Ability to prepare concise and accurate reports in response to Director's or Board's requirements. Ability to communicate effectively verbally and in writing. Interpersonal skills required, including the ability to work with the Board, the Director and co-workers. Ability to work as a team member in achieving the Library's mission in the community. Personal and professional integrity required.

Language Skills

Ability to read and comprehend instructions, correspondence, invoices, employees' timesheets and contractor quotes for services. Ability to write correspondence to the Board of Trustees, including monthly financial reports. Ability to effectively present information in one-on-one and small group situations to the Board of Trustees, patrons, employees of the Library, or to the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to work with the Library Director to develop and adhere to an annual budget.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have skill with a keyboard (data entry), skill with the AUN knowledge of Internet software and Word Processing software. Also, knowledge of basic office equipment is needed.

Physical Demands

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to grasp objects and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Approved By: Board of Trustees