
Newcomerstown Public Library

JOB DESCRIPTION: Fiscal Officer

RESPONSIBLE TO: Board of Trustees

QUALIFICATIONS: Bachelor's or Associate's degree in Accounting, or any equivalent combination of education, training and two (2) years experience in government/public finance administration or equivalent that provides the required knowledge, skills, and abilities at discretion of the Board of Trustees.

KNOWLEDGE, SKILLS, AND ABILITIES: 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. Prepares meaningful, concise, and accurate reports. Communicates effectively in written and oral forms. Has interpersonal skills, 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.

RESPONSIBILITIES AND DUTIES: Summary: The responsibilities and duties accruing to the fiscal officer are great in number, complexity and magnitude. The fiscal officer is the one person legally responsible for safeguarding the public monies entrusted to the library. The individual will serve as the financial officer for the Newcomerstown 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 Newcomerstown Public Library's Board of Trustees.

- Attends 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.
- Trains, supervises, and reviews the work of the deputy fiscal officer.

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- Ensures that all financial records are maintained accurately and in accordance to retention policies.
 - 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.
 - Works with the director and may act as a direct contact for employee fringe benefits including OPERS, Stark County Consortium of Governments (employee insurance), supplemental insurance companies, Bureau of Workers' Compensation and/or Sedgwick to pay invoices, file documentation, provide employee communication, and potentially revoke or dispute claims.
 - 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 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.
 - Works with the director to complete yearly Ohio Public Library Statistics submitted to the State Library of Ohio
 - Advises the director on the formation of library fiscal policy, as appropriate.
 - Works with the local school district's treasurer to seek and file the Library's Local Tax Levy.
 - 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.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time in accordance with the needs of Newcomerstown Public Library. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of jobs will also be considered part of the job holder's responsibility.