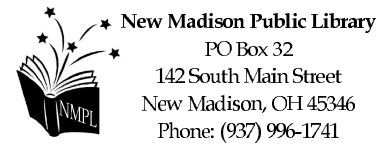


Job Description: Fiscal Officer



Purpose: Serves as the fiscal officer 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 NMPL Board of Trustees

Supervised by: NMPL Board of Trustees

Responsibilities related to the Board:

- Collaborates with Director to prepare the annual appropriations resolution and the proposed budget.
- Works with Director as a member of the administrative team to provide information and counsel on the present and projected financial condition of the library.
- Makes recommendations to the Director and Board of Trustees on the formation of library policies related to fiscal matters.
- Attends all regular meetings of the Board of Trustees and other meetings as required.
- Writes, records, and presents board meeting minutes.
- Works with director to prepare and disperse board meeting information, including agenda, minutes, financial reports and other documents 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 request of the Board of Trustees or the Finance Committee.
- Keeps Trustees apprised of impending financial trends and concerns.
- Reviews contracts, business practices, and accounting procedures and makes recommendations to the Board.

Responsibilities related to record keeping:

- Keeps the financial records of library funds in accordance with Chapter 117-3 of the Ohio Administrative Code, the Auditor of State of Ohio and related agencies.
- Ensures that all financial records are accurate and timely
- Maintains library records as detailed in the library's record retention policy.

Responsibilities related to funds:

- Receives and deposits all library funds in approved depositories.
- Manages the investment of active and interim funds at the Board's direction.
- Disburses library funds in a timely and efficient manner, in accordance with the Library's annual appropriations/budget and board policy.

Job Description: Fiscal Officer



New Madison Public Library

PO Box 32

142 South Main Street

New Madison, OH 45346

Phone: (937) 996-1741

Payroll responsibilities:

- Processes all 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. Tracks employee sick/ vacation time.
- Prepares and submits all fiscal and payroll reports to the federal, state and local authorities in a timely manner.

Additional duties and responsibilities:

- Implements accounting system upgrades and changes.
- Stays current on the library's statutory requirements and powers as authorized in Ohio Revised Code, the opinions of the Ohio Attorney General, and other federal, state, and local laws and regulations.
- Establishes collaborative, professional relationships with outside parties, e.g. County Auditor, State Auditor's office, etc.
- Performs additional duties as assigned by the Board of Trustees.

Qualifications:

- Strong experience in public finance administration and governmental accounting (or strong relevant accounting experience in business or nonprofits)
- Experience using automated accounting systems (preferably UAN) and computer operations
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to prepare and present meaningful, concise and accurate reports
- Effective written and oral communications
- Strong interpersonal skills and ability to work with board, director, co-workers and outside parties
- Personal and professional integrity. Ability to maintain confidentiality
- Associate's or Bachelor's degree in accounting preferred
- Must be bondable in order to receive revenue collections from County Auditor