

**Orrville Public Library Job Description
December 2019, March 2026**

Fiscal Officer

Job Description:

The Fiscal Officer manages the library's fiscal operations and is responsible for the annual budget by serving as the library's chief financial officer. The Fiscal Officer ensures that library financial operations comply with all applicable laws and regulations, board policies, and sound financial practices. The Fiscal Officer is the chief purchasing agent for the library and coordinates payroll processing and benefits management. The Fiscal Officer works closely with the Director.

Legal Aspects:

Ohio Revised Code 3375.32 requires a board of library trustees to elect a clerk for a one-year term at its organizational meeting held in January of each year, and Ohio Revised Code 3375-36 says that the clerk of the board of library trustees shall be the treasurer of the library funds.

Salary and surety bond amounts are established from organizational meeting to organizational meeting. A bond is required by that section and as per board policy.

Immediate Supervisor:

The Fiscal Officer is responsible to the Orrville Public Library Board of Trustees for the discharge of duties assigned by state statute or regulations and works in cooperation with the Library Director.

Duties as defined by Ohio Revised Code:

The duties of the fiscal officer are outlined by the Ohio Revised Code sections 3375.36-3375.39, which place accountability for the library solely upon the fiscal officer.

Minimum Qualifications:

- Knowledge of budgeting and financial reporting required.
- Proficiency in accounting software and Microsoft Excel. Experience with Uniform Accounting Network (UAN) a plus.
- Experience in governmental or nonprofit accounting preferred.
- Bachelor's degree in accounting or a related field preferred or an equivalent combination of education, training, and experience.
- Must be qualified to be bonded.
- Must pass a criminal background and financial background check.
- Maintain a valid Ohio driver's license.

Job Responsibilities:

- Maintains financial accountability for all financial transactions per the Ohio Revised Code.
- Receives and deposits all funds in authorized depositories according to protocol.
- Maintains accurate records of financial transactions, both digitally and on paper.
- Assures that all financial and personnel matters conform to the law and any policies established by the Board of Trustees.
- Attends Library Board meetings and works with the Director as a member of the administrative team.
- Is responsible for keeping the Library Director apprised of all issues regarding library finances and budget, issues involving personnel and the public, and all other matters that may impact on the effective and efficient operation of the library.
- In conjunction with the Board of Trustees and the Library Director, develops, amends, and communicates policies that promote efficient library operations. Develops practices and procedures to support Board of Trustees recommendations.
- Works with library administration to gather data to prepare annual tax budgets, appropriation budgets, long-term financial projections, and specialized budgets for staffing needs or funding source reporting.
- Provides recommendations regarding operating budgets and financial implications of business decisions within the library to the Library Director and the Library Board of Trustees.
- Produces specialized reports for benefits, salary surveys, tax reporting, regulatory agencies, and ad hoc reporting for third parties.
- Interprets financial policies and procedures for managers and staff.
- Provides monthly and yearly and ad hoc financial statements to the Board of Trustees, the Library Director, and management staff.
- Works with the Library Director to monitor funding from outside organizations and resources.
- Collaborates with County Budget Commission, County Prosecutor's Office, Auditor of State's Office, vendors and contractors on behalf of the library.
- Conducts audit preparation for the biennial audit.
- Prepares board minutes.
- Serves as custodian of all library records and maintains and archives records as outlined by state statute or board policy.
- Publishes legal notices on behalf of the Library Board of Trustees.
- Maintains library insurance policies, keeping accurate records, paying premiums when due, and periodically reviewing policies for currency and cost.
- Maintains employee personnel files.
- Administers employee benefits programs.
- Maintains unemployment and workers compensation files and reports.
- Prepares payroll and maintains payroll records. Prepares salary schedules.
- Interacts with library staff, community, and the general public in a professional manner.

- Attends professional development training, including Center for Public Investment Management (CPIM) training, and participates in professional organizations and functions.
- Maintains a professional appearance.
- Performs other job-related duties as directed by the Library Board of Trustees.

Knowledge and Skills:

- Knowledge of accounting principles and practices with strong mathematical aptitude.
- Understanding and knowledge of public funds accounting, including public sector revenue sources, expenditure requirements, and reporting requirements.
- Advanced skill levels on Microsoft Office applications, Internet, and email usage.
- Ability to maintain confidentiality and to use appropriate judgement in handling information and records.
- Strong attention to detail.
- Ability to perform duties with high level of accuracy.
- Ability to interpret information accurately and initiate effective responses.
- Ability to work independently.
- Ability to prioritize and to manage and use time effectively.
- Ability to operate and/or ride in a vehicle.
- Ability to use keyboard and monitor for prolonged periods.
- Ability to work under time constraints and deadlines.
- Must be able to communicate effectively in English, both orally and in writing

Working Conditions and Physical Requirements:

- This job operates in a professional office environment with exposure to central climate control, overhead lighting, and low-to-moderate noise levels.
- While performing the duties of this job, the employee is regularly required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, and reach with hands and arms, and to lift, push, or pull objects weight up to 15 pounds. It requires the ability to use standard office equipment, including computers.
- Some travel by personal automobile for frequent off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Standard working days are typically Monday through Friday. Performing work tasks outside of these days, including weekends, may be required due to the community service nature of the library and hours open to the public.

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, with or without notice, in accordance with the needs of Orrville Public Library.