

POSITION DESCRIPTION

STOW-MUNROE FALLS PUBLIC LIBRARY

An Equal Opportunity Employer

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Job Title:	FISCAL OFFICER
Department:	Finance
Immediate Supervisor:	Board of Trustees
Positions Supervised:	Deputy FISCAL OFFICER/Finance Assistant

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting, management or a related field and either a minimum of three (3) years of experience as a fiscal officer or an equivalent combination of education, training and experience.

JOB RESPONSIBILITIES:

Under administrative direction, the FISCAL OFFICER has statutory responsibilities for all library funds and ensures that all financial operations comply with statutes of the State of Ohio, state auditing requirements, sound financial practices and the policies and decisions of the Board of Trustees. The FISCAL OFFICER also directs the business and payroll functions of the library.

A. Legal Aspects

1. 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 3375.336 says that the clerk of the board of library trustees shall be the treasurer of the library funds.
2. 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.

B. Duties as defined by Ohio Revised Code

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

C. Typical Responsibilities Include

1. To receive and deposit all library funds in the authorized depository or depositories.
2. To pay out money by a check signed by the FISCAL OFFICER and the president, vice president, or secretary of the library board.
3. To keep the financial records of library funds in accordance with Chapter 117-4, Ohio Administrative Code. See Section XVI, Ohio Administrative Code, and Section 117, which lists the requirements of the state auditor's office.
4. To maintain all payroll and fringe benefit records in compliance with the requirements of the Ohio Revised Code and applicable federal and local regulations.
5. To provide the board of library Trustees with a monthly and an annual financial report.
6. To provide fiscal reports on a timely basis as required by other agencies.
7. To know and understand the library's statutory requirements and power as authorized by the Ohio Revised Code, opinions of the Ohio Attorney General, and applicable federal laws and regulations.
 - a) Seek legal advice from your statutory legal counsel.
 - b) Request guidance from the Auditor of State's office.
8. To attend all regular meetings of the board of library trustees and other meetings as required.
9. To work with the library director as a member of the administrative team to provide information on the financial condition of the library and to advise on that condition.
10. May require supervisory responsibilities.