60 W. Columbus St.
Mt. Sterling, OH 43143
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Fiscal Officer Job Description

RESPONSIBLE TO: Board of Trustees

QUALIFICATIONS:

Experience in public finance administration with previous college or work experience in accounting, business, or public administration, or any equivalent combination of experience, which provides the required knowledge, skills, and abilities.

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: Serves as the interim financial officer for the Mount Sterling Public Library and Mount Sterling Community Museum 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 Mount Sterling Public Library and Mount Sterling Community Museum board of trustees.

- Onboards with the outgoing Interim Fiscal Officer during a transition period determined by the 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 email 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, if one is appointed.
- 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 a check signed by the fiscal officer, interim 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.
- 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.
- Advises the director on the formation of library fiscal policy, as appropriate.
- 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.