



Employment Opportunity

Fiscal Officer

14588 W. Park St., P.O. Box 427
Burton OH 44021 burtonlibrary.org

The Burton Public Library Board of Trustees seeks a motivated, service oriented individual to work as our Fiscal Officer.

Primary Function:

Oversees the financial operations of the library according to the statutes of the State of Ohio, the directives of the Auditor of State and the policies and decisions approved by the library Board of Trustees.

Qualifications:

Experienced in standard book keeping and accounting procedures
Knowledge of computers and applicable technologies

Hours:

Flexible hours between 24 and 32 per week.
Includes working some evenings and weekends

Salary:

Starts at \$24 per hour and is negotiable based on experience

Benefits:

Paid holidays, vacation, personal and sick leave; health insurance; life insurance; employee assistance program and Ohio Deferred Compensation; paid OLC membership; retirement through the Ohio Public Employees Retirement System (OPERS)

This position is open until filled.

Application is available at the Library or online at burtonlibrary.org.
Incomplete applications will not be accepted.

Please submit application and resume to: Katie Ringenbach director@burton.lib.oh.us

FISCAL OFFICER

Responsible to: Library Board of Trustees

Qualifications: Experienced in standard book keeping and accounting procedures
Capable of maintaining Auditor of State's Uniform Accounting Network (UAN) accounting and finance programs
Must meet bonding requirements
Must have a valid driver's license
Ability to work days, evenings, and weekends as required

Summary of Responsibilities

1. Oversees the financial operations of the library according to the statutes of the State of Ohio, the directives of the Auditor of State, and the policies and decisions approved by the library Board of Trustees
2. Has desired knowledge, skills, and abilities
 - Ability to make sound financial decisions
 - Ability to manage time effectively and be neat and accurate in all record keeping
 - Knowledge of office practices, bookkeeping principles and practices, and operation of modern office equipment
 - Ability to maintain effective working relationships with other employees and the public
 - Knowledge of governmental fund accounting
 - Knowledge of the facility, its systems, and preventive maintenance schedules
 - Demonstrates knowledge of library policies and procedures
 - Supports Behavior Policy (library code of conduct)
 - Performs other related duties as required

Responsibility to the Board of Trustees

1. Renders a statement to the Board monthly showing revenues, receipts, expenditures, and assets and liabilities; provides any financial analysis upon request by the Board
2. At the close of the fiscal year, provides the Board with a complete financial statement showing the receipts and expenditures in detail for the entire year
3. Attends all Board meetings and other meetings as required and takes and prepares the minutes
4. Carries out additional duties as requested by the Board

Financial Responsibility

1. Receives and deposits all library funds in a timely manner in the authorized depository
2. As authorized by the Board, pays out money digitally or by checks (warrants) which are signed by the Fiscal Officer and Library Board Officer

3. Oversees petty cash disbursements, receipts of all funds, and credit card usage
4. Keeps the financial records of funds in accordance with the requirements of the Auditor of State
5. Maintains all payroll and fringe benefits records in compliance with the provisions of the Ohio Revised Code (ORC) and applicable federal, state, and local regulations
6. Prepares and is the official custodian of human resources/payroll files and compensation notifications
7. Executes and signs all fiscal reports on a timely basis as required by various public agencies
8. Advises the Board in matters in investment and handles all investments as approved by the Board
9. Knows and understands the library statutory requirements and powers as authorized in the Ohio Revised Code (ORC), opinions of the State Attorney General, and applicable federal laws and regulations
10. Keeps the Board informed of changes in regulations, policies, and laws which affect the library
11. Prepares the budget and appropriations in collaboration with the Director and Department Heads
12. Assures that all budget, appropriations and financial reports are filled with the proper county official by the established deadlines
13. Conducts audit preparation for the biennial audit
14. Implements recommendations from the biennial audit

Administrative Responsibilities

1. Notifies the Director of funds available
2. Works with the Director to provide information on the financial condition of the Library and to advise the Board of same
3. Maintains a harmonious relationship with the Director, other staff members, and the public
4. Represents the Library to the County Treasurer, County Auditor, and Auditor of State
5. Participates as a member of the Library management team
6. Assists the Library Director in carrying out the directives of the Board of Trustees

Physical Demands

Work requires physical effort in the repetitive handling of materials, boxes, tools or equipment of up to 30 pounds in non-strenuous work positions and/or continual standing or walking