

Fiscal Officer

Supervisor: Board of Trustees

Salary: Subject to experience

Benefits: OPERS retirement. Discounts on library room rentals and copies. Continuing education.

Revised: May 2025

Hours: Part time/Non-exempt/Salary

Schedule: Flexible onsite and remote

Job Responsibilities:

Serves as the financial officer for the Forest Jackson Public Library 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 Forest Jackson Public Library board of trustees.

Principal Duties:

- Attends all regular meetings of the board of trustees.
- Prepares monthly and annual financial report for presentation at board meetings.
- 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 as prescribed by the Ohio Bureau of Inspections and Supervision of Public Affairs.
- Receives and deposits all library funds in approved depositories.
- Manages the investment of active and interim funds at the board's direction.
- Pays invoices (checks co-signed by the board 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.
- Works with the director in preparation of the annual appropriations resolution and budget.
- 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.

Skills and Abilities:

- Ability to work as a team member in achieving the library's mission in the community. Personal and professional integrity.
- Pass a criminal background check (BCI/ FBI) and drug test.

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.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

Employee Signature

Date