



Job Description

Job Title: Fiscal Officer

Department: Administration

Responsible To: Board of Trustees

Status: Full-time Exempt

Created/Revised: February 2025

Job Summary:

The Fiscal Officer manages all financial operations, ensuring compliance with applicable federal, state, and local laws and regulations, the directives of the Auditor of the State of Ohio, and the policies and decisions of the Troy-Miami County Board of Trustees. Maintains the financial records of library funds in accordance with Chapter 117 of the Ohio Administrative Code, the Ohio Revised Code, and all applicable federal and local regulations. Coordinates the receipt and expenditure activities of the Library.

This employee is appointed by and reports to the Board of Trustees pursuant to Section 3375.32 of the Ohio Revised Code; is responsible to the Board of Trustees; and is overseen on a day-to-day basis by the Library Director.

Essential Duties/Responsibilities:

- Maintains accurate and current accounting of all library funds according to guidelines established by the State of Ohio and consistent with generally accepted government accounting principles and practices.
- Prepares annual reports as required by the state auditor's office.
- Prepares and approves purchase orders; monitors individual cost accounts for budget balances; transfers account balances as directed by the Board; verifies invoices against purchase orders; resolves discrepancies; encumbers necessary funds.
- Prepares and presents monthly financial reports on the status of the library to the Director and the Board of Trustees.
- Controls financial transactions and records to ensure that the library operates on a sound financial basis.
- Invests interim, inactive, and active funds. Monitors certificate of deposits and savings accounts and performs all banking duties.
- Maintains accurate accounting of funds received from the federal or state government for special library projects. Includes submission of all required financial and related reports to funding agencies.

- Prepares and submits annual budget documents to Director, Board of Trustees, County Commissioners, and County Budget Commission.
- Prepares and submits annual Appropriation Resolution to Board of Trustees and County Auditor.
- Works with library director to gather data to prepare and present annual tax budgets, annual financial reports, appropriation budgets, long-term financial projections and specialized budgets for staffing needs or funding source reporting.
- Prepares and submits annual report to State Auditor.
- Prepares bank deposits and maintains change and petty cash funds.
- Prepares and distributes all tax forms (W2's, 1099's, etc.).
- Acts as Payroll backup as needed.
- Prepares and maintains the minutes of the Board meetings and the decisions/resolutions of the Board. Ensures that those actions indicated by such decisions are carried out.
- Prepares and maintains inventory of library equipment for insurance purposes.
- Attends professional development training with various outside groups, which include the Ohio Library Council, Ohio Library Fiscal Officer's Association, OPERS, regulatory agencies, vendors, and user groups.
- Stays informed about currently accepted philosophy, procedures, materials, programs, equipment and innovations in the field of public library accounting and management.
- Assumes additional responsibilities and performs special projects as needed or directed by the Board of Trustees or required by law.

Required Skills, Knowledge and Abilities:

- Proficiency in use of automated financial data processing systems (Uniform Accounting Network [UAN]) preferred).
- Mathematical and analytical aptitude
- Attention to detail
- Communicate effectively with vendors, Staff, Director, and Board of Trustees
- Successful completion of a criminal background check and must meet bonding requirements.
- Must be able to work independently.

Education/Experience:

- Degree in accounting or related field from an accredited university.
- Previous experience in public finance administration required with governmental or public library fund accounting preferred.

Work Environment and Physical Requirements:

The work environment is typical of such climate controlled places as offices, meeting and training rooms, libraries, and residences. Requires common safe workplace practices while operating office equipment, avoidance of trips and falls, and correct lifting technique.

- Ability to operate standard office equipment
- Ability to sit at a desk for prolonged periods
- Ability to frequently use a keyboard

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

Troy-Miami County Public Library is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. Troy-Miami County Public Library's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.