

DEPUTY FISCAL OFFICER

Gallia County District Library
Dr. Samuel L. Bossard Memorial Library

Position Title: Deputy Fiscal Officer
Department: Administration
Job Classification: Non-Exempt

Immediate Supervisor: Fiscal Officer

Minimum Qualifications

Education:

Bachelor's degree in accounting or finance preferred; or

Associate's degree in accounting or finance with two years' experience in an accounting-related field preferred; or

Any equivalent combination of higher education, experience, certification, and training which provides the knowledge, skills, and abilities necessary to perform the work associated with this position.

Experience in public finance administration preferred. Must be able to meet the flexible scheduling requirements of the Library. Must meet bondability requirements. Must have possession of a valid driver's license and access to a vehicle. Strong computer skills required including proficiency in spreadsheet and word processing applications. Must successfully pass background check.

Knowledge, Skills, 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, organize work, and demonstrate effective, efficient time management skills. Ability to focus, giving attention to detail and performing work in a thorough, meticulous manner. Ability to prepare meaningful, concise, and accurate reports. Ability to communicate effectively in written and oral forms. Possesses interpersonal skills, including the ability to work with the Fiscal Officer, Library Director, the Library Board, and co-workers. Ability to work as a team member in achieving the Library's mission in the community. Must possess personal and professional integrity. Ability to handle confidential information with discretion. Ability to work independently with little supervision. Must model good work habits for others.

Responsibilities and Duties

Summary: Serves as the deputy financial officer for the Gallia County District 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 Gallia County District Library Board of Trustees.

- Receives and deposits all library funds in approved depositories.
- Disburses funds under the direction of the Library Board of Trustees and Library Director.
- Ensures that all financial records are maintained accurately.
- Assists the Fiscal Officer in managing the investment of active, inactive, and interim funds per board policy.
- Assists the Fiscal Officer in maintaining library insurance policies.
- Processes all payroll, fringe benefit, and retirement system payments in compliance with the Ohio Revised Code and applicable federal, state, local, and agency regulations.
- Assists the Fiscal Officer in administering the medical and life insurance programs for library employees.
- Provides the Board of Library Trustees and the Director with monthly, annual, and requested financial reports in a timely manner.
- Prepares and files fiscal and payroll reports on a timely basis as required by other agencies.
- Obtains knowledge of the library's statutory requirements and powers as authorized by the Ohio Revised Code, opinions of the Ohio Attorney General, and applicable federal laws and regulations.
- Seeks legal advice on financial matters from statutory legal counsel.
- Requests guidance from the Auditor of State's office and works with the State Auditor's office to provide auditor with necessary information needed to conduct the library audit.
- Attends all regular meetings of the Board of Library Trustees and other meetings as required.
- Provides public notice of all meetings of the Gallia County District Library Board of Trustees.
- Prepares minutes, updates and safeguards Board of Trustees' official minute book.
- Works with the Fiscal Officer and Library Director to provide information on the financial condition of the library.
- Advises the Fiscal Officer and Director on the formation of library policy, as it pertains to the fiscal office, as appropriate.
- Implements accounting system updates.
- Performs frequent accounting system backups and fiscal office computer system backups.
- Assists the Fiscal Officer and Library Director in developing the library budget and annual appropriations resolutions for approval by the Board of Trustees and for submission to taxing authority.
- Files all reports and forms as required by the Gallia County Auditor's Office (i.e. amended certificates).
- Prepares purchase orders and blanket certificates after obtaining signed requisition forms.
- Monitors balances of open purchase orders and blanket certificates to ensure adequate encumbrances.
- Assists the Library Director in maintaining vendor contract agreements.
- Adheres to, supports, and effectively implements administration and library board policy.
- Attends library staff meetings when required.
- Maintains and increases knowledge and skills through attendance at meetings, conferences, and in-service training sessions.

- Completes continuing education requirements.
- Maintains a permanent file of all fiscal, payroll, fringe benefit, and retirement system records as mandated by law.
- Maintains fiscal office records as per Library Records Retention policy.
- Works with the Fiscal Officer and Director to prepare board meeting information packets in a timely manner.
- Actively supports library goals and objectives as adopted by Library Administration and the Library Board of Trustees.
- Provides a positive attitude and interacts with others in a friendly, courteous, and respectful, approachable manner.
- Maintains a neat and orderly work area, ensuring all filing is completed in a timely manner.
- Upholds confidentiality in matters relating to the library (fiscal office and patron matters).
- Prepares special correspondence that is outside the purview of the board secretary.
- Performs additional duties and assignments, as required.**

Physical & Mental Demands

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. Requires sitting, standing, stooping, bending, and lifting/moving boxes up to 20 pounds.

Work Environment

Mainly indoor conditions, unless assisting with a special outdoor library program.

