



The Lima Public Library is seeking a professional, enthusiastic, and dedicated Fiscal Officer who will lead our library system's financial operations and ensure compliance with all applicable federal, state, and local laws and regulations, including the directives of the Ohio Auditor of State.

Job Title: Fiscal Officer

Job Description: The Fiscal Officer manages the library's fiscal operations and is responsible for the annual budget by serving as the library's financial officer. The Fiscal Officer ensures that library financial operations comply with all applicable laws and regulations, board policies and sound financial practices. The Fiscal Officer is the chief purchasing agent for the library and coordinates payroll processing and benefits management. The Fiscal Officer works closely with the Director and is a member of the library's administrative team.

Immediate Supervisor: The Fiscal Officer is responsible to the Lima Public Library Board of Trustees for the discharge of duties assigned by state statute or regulations. The Fiscal Officer shall be subject to the Library Director's supervision and direction for the day-to-day operation of the treasurer's office.

Qualifications: Bachelor's Degree in Accounting, Finance or related field from an accredited college or university preferred. Significant or equivalent public accounting experience may substitute for the educational requirements at the library's discretion. Experience in governmental accounting and Uniform Accounting Network (UAN) software is a major plus. Candidates with previous public library accounting experience will be given preference. Must be qualified to be bonded and must pass a criminal background and financial background check.

Responsibilities:

- Maintains financial accountabilities for all financial transactions per the Ohio Revised Code.
- Receives and deposits all funds in authorized depositories according to protocol.
- Maintains accurate records of financial transactions both digitally and on paper.
- Assures that all financial and personnel matters conform to the law and any policies established by the Board of Trustees,
- Attends Library Board meetings and works with the Director as a member of the administrative team.
- Is responsible for keeping the Library Director apprised of all issues regarding library finances and budget, issues involving personnel and the public and all other matters that may impact on the effective and efficient operation of the library.
- In conjunction with the Board of Trustees and Library Director, develops, amends and communicates policies that promote efficient library operations. Develops practices and procedures to support Board of Trustees recommendations.
- Provides recommendations regarding operating budgets and financial implications of business decisions within the library to the Library Director and the Library Board of Trustees.
- Produces specialized reports for benefits, salary surveys, tax reporting, regulatory

- agencies, and ad hoc reporting for third parties.
- Works with library administration to gather data to prepare annual tax budgets, appropriation budgets, long-term financial projections and specialized budgets for staffing needs or funding source reporting.
 - Management responsibilities include hiring, coaching, managing, training, and evaluating business office staff.
 - Interprets financial policies and procedures for managers and staff.
 - Provides monthly, yearly and ad hoc financial statements to the Board of Trustees, the Library Director and management staff.
 - Works with the Library Director to monitor funding from outside organizations and resources.
 - Collaborates with County Budget Commission, County Prosecutor's Office, Auditor of State's Office, vendors and contractors on behalf of the library.
 - Conducts audit preparation for the biennial audit.
 - May prepare board minutes and board meeting agendas.
 - Serves as custodian of all library records and maintains and archives them as outlined by state statute or board policy.
 - Publishes legal notices on behalf of the Library Board of Trustees.
 - Oversees inventory control system for fixed assets and prepares inventory reports for insurance purposes.
 - Maintains library insurance policies, keeping accurate records, paying premiums when due and periodically reviewing policies for currency and cost.
 - Maintains employee personnel files.
 - Administers employee benefits programs.
 - Maintains unemployment and workers compensation files and reports.
 - May prepare payroll and maintain payroll records.
 - Interacts with library staff, community and the public in a professional manner.
 - Attends professional development training and participates in professional organizations and functions.
 - Works effectively with the library's foundation, the Lima Library Association.
 - Performs other duties as directed by the Library Board of Trustees or Library Director.

Knowledge and Skills:

- Knowledge of accounting principles and practices with strong mathematical aptitude.
- Understanding and knowledge of public funds accounting, including public sector revenue sources, expenditure requirements and reporting requirements.
- Advanced skill levels on Microsoft Office applications, Internet and email usage.
- Ability to maintain confidentiality and to use appropriate judgment in handling information and records,
- Strong attention to detail.
- Ability to perform duties with a high level of accuracy.
- Ability to interpret information accurately and initiate effective responses.
- Ability to respond to common inquiries and complaints from, and effectively present information to patrons, co-workers, service workers and the public.
- Ability to work independently.



- Ability to prioritize and manage time effectively.
- Ability to use keyboard and monitor for prolonged periods.
- Ability to work under time constraints and deadlines.
- Must be able to communicate effectively in both oral and written forms.

The proceeding statements describe the nature of the position but do not constitute an exhaustive list. Additional related duties may be assigned. As a salaried full-time employee, this position is exempt from time and a half for time worked over 40 hours.

Compensation/Benefits:

Salary depends on experience and qualifications. Flexible schedule offered. Great benefits that include health, dental, vision and life insurance & generous paid vacation, holidays, and sick leave.

Please send letter of interest and resume to: ATTN Fiscal Officer at jobs@limalibrary.com.

Posted: December 13, 2024

Deadline: Open untill filled