

THE GARNET A. WILSON  
**PUBLIC LIBRARY OF PIKE COUNTY**  
207 NORTH MARKET STREET  
WAVERLY, OHIO 45690-1189  
(740) 947-4921

**JOB DESCRIPTION**  
**Fiscal Officer**

**MINIMUM 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.

**REQUIRED KNOWLEDGE, SKILLS AND 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 and organize work.
- Prepares meaningful, concise and accurate reports.
- Communicates effectively in written and oral forms.
- Possesses interpersonal skills, including the ability to work with the Board of Trustees, the Director and library employees.
- Ability to work as a team member in achieving the library's mission in the community.
- Possesses personal and professional integrity.

**RESPONSIBILITIES:**

Summary: Serves as the financial officer for the Garnet A. Wilson Public Library of Pike County 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 Garnet A. Wilson Public Library of Pike County Board of Trustees.

- Attends all regular meetings of the Board of Trustees and other meetings as required.
- Writes board meeting minutes and maintains the minute book.
- Works with the Director to prepare board packet in a timely manner
- Prepares a monthly financial report for presentation at board meetings and, at the end of the fiscal year, prepares and presents an annual financial report.
- Prepares financial analyses at the board's request.
- Reviews contracts, business practices and accounting procedures and makes recommendations to the board.
- 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 upon such forms as are prescribed and approved by the Ohio Bureau of Inspections and Supervision of Public Affairs.
- Ensures that all financial records are maintained accurately.
- Manages the investment of active and interim funds at the board's direction.
- Pays out money by check, signed by the Fiscal Officer and one of the Board of Trustees officers.
- Processes all payroll, fringe benefits 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 benefits 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 in a timely manner.
- Works with the Director in preparing the annual appropriations resolution and proposed budget.
- Works with the Director as a member of the administrative team to provide information and counsel on the present and projected financial condition of the library.
- Advises the Director on formation of library policy, as appropriate.
- Knows the library statutory requirements and powers as authorized by the Ohio Revised Code, the opinions of the Ohio Attorney General, and other federal, state, and local laws and regulations.

**TYPICAL DUTIES:**

- Pays all bills of the library in a timely manner.

- Compiles payroll for the library's employees.
- Keeps accurate records as required by state, federal and local laws.
- Files monthly and/or quarterly reports as required.
- Works with the Director and Auditor of Ohio representative during audits of the library's records.
- Prepares financial reports as required by the Auditor of Ohio.
- Handles questions from current and past employees regarding payroll records, retirement, changes in withholdings, deferred compensation, etc.
- Attends continuing education events and conferences from groups such as the Ohio Fiscal Officers Association, Ohio Government Finance Officers Association, Association of Public Treasurers U.S. and Canada, Ohio Library Council, Southeast Regional Library System, State Library of Ohio, Ohio Attorney General, Auditor of Ohio, and other groups as required.
- Attends continuing education events sponsored by the library's payroll and finance software and hardware vendor(s).
- Assists in handling the mail and seeing that outgoing items are posted in a timely manner.
- Assists administrative staff and/or Director in grant writing, particularly with financial reporting.
- Implements accounting system changes.
- Provides requested materials to the Board of Trustees, Director, and staff designated by the Director as required.
- Performs additional duties as assigned by the Board of Trustees and/or Director.

JOB CLASSIFICATION: Contract.

SUPERVISED BY: Board of Trustees & Library Director