Chillicothe & Ross County Public Library

Chief Fiscal Officer

Supervisor: Board of Trustees
Position: FLSA Exempt
Pay Band: Set by Board

Position Summary

The Chief Fiscal Officer provides day-to-day oversight on how library funds are budgeted, spent, and managed in accordance with applicable local, state, and federal laws. Oversees the activities of the following:

- Deputy Fiscal Officer
- Maintenance & Custodial Staff

Essential Duties & Responsibilities

- Plan, coordinate, supervise, and evaluates the fiscal office, including: payroll processing, vendor relationships, purchasing of supplies and equipment, and issuing of purchase orders.
- Develop and maintain a system of internal accounting and fiscal controls.
- Supervise and train the Deputy Fiscal Officer.
- Inform staff of any changes in business procedures and trains them in record keeping required for fiscal control.
- Act as the treasurer of library funds in accordance with the Ohio codes governing the financial administration of the library.
- Maintain an account of the funds in a format approved by the Ohio State Auditor's office.
- Report monthly to the Board of Trustees revenues and expenses, and the assets and liabilities of the library.
- Annually submit to the Board of Trustees, the State Library, and the State Auditor a complete financial statement showing receipts and expenditures in detail for the fiscal year.
- Work with the Executive Director and library management teams in preparing the annual budget.
- Prepare and modify appropriations and certificates of estimated resources as needed.
- Process levy receipts and ensures proper receipt of funds.
- Monitor library fund balances and recommend transfers when necessary.
- Know at all times the financial condition of the library and is able to give costs of operations in the system as needed.
- Responsible for monitoring the safety and accessibility of our physical and digital spaces. Report findings as needed.
- Responsible for the selection and maintenance of accounting system software.
- Invest the funds of the library in a responsible and productive manner.
- Maintain overall knowledge of the services of the library and may serve in an administrative or managerial capacity in the absence of the Executive Director or Directors.
- Supervise the Facilities and Maintenance department of the library and has oversight responsibilities for building and construction projects.
- Schedule maintenance and repairs of buildings and equipment in the absence of the Facilities Manager.
- Keep abreast of professional trends by reading and attending professional meetings and work-shops and meets annual continuing education requirements.
- Work as a team with the Executive Director to accomplish library objectives.
- Oversee the library system in the absence of the Executive Director or Directors.
- Actively participate in safety and security trainings and utilizes training to protect the physical library, the library's online infrastructure, staff, and patrons.
- Perform related duties as required.

Qualifications

- Bachelor's degree in accounting or business and three (3) years' experience in accounting and budgeting with governmental or public sector experience. OR
- Associate degree in accounting or business and five (5) years' experience in accounting and budgeting with governmental or public sector experience.

- Demonstrated proficiency in finance and accounting methods, including ability to use automated accounting systems such as the Ohio Auditor of State's Uniform Accounting Network (UAN).
- Ability to comprehend and maintain an accurate record of accounting according to the rules and regulations of the Ohio Auditor of State and the Ohio Revised Code.
- Ability to be bonded.
- Ability to prepare reports in a timely manner.
- Proficiency in investment fund management.
- Ability to handle confidential information with discretion.
- Demonstrated ability to work independently or with minimal supervision.
- Ability to direct and supervise employees.
- Valid driver's license.

Supervisory/Management Responsibilities

Hire, train, supervise and evaluate assigned staff within each department of responsibility.

Interaction

Frequent interaction with library employees, Board of Trustees, community at large, and vendors.

Computer/Technology Skills/Equipment/Software Skills

Common technology used in this position includes but is not limited to Outlook, UAN, Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Programs, Intranet (StaffNet), Internet (www.CRCPL.org) Laptop and other library-related software applications.

Travel Requirements

Travel by automobile is required for position management responsibilities and training.
Frequency of travel: Occasional

Physical Demands

Ability to regularly lift up to 35 pounds.
Often required to perform tasks at a desk for extended periods of time.
Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

Nature of work requires an ability to effectively communicate and exchange information, collect, compile, and prepare work documents operating standard business office equipment.

Work Environment

Majority of the work performed in a general office/library setting.
Telecommute Potential: 20%
Requires availability for extended or nontraditional hours as needed to perform job duties.
Requires periodic participation and attendance at related library events and training.
Requires attendance at library Board meetings.

Disclaimer

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.