

DATE PREPARED: June 2018

POSITION: FISCAL OFFICER/BUSINESS MANAGER

CLASSIFICATION: FISCAL OFFICER/BUSINESS MANAGER (18)

REPORTS TO: BOARD OF TRUSTEES/DIRECTOR

BASIC FUNCTION: The position of Fiscal Officer/Business Manager serves as Fiscal Officer to the Board of Trustees and Business Manager for the library administrative team. This position is responsible for ensuring sound fiscal management of the library, ensuring compliance with laws and regulations related to library finances and human resources, and overseeing maintenance of the physical facilities.

SUBORDINATES: The position directly supervises the Building and Grounds Supervisor, the Bookkeeper/Publicity Assistant, and the Administrative Clerk.

NATURE AND SCOPE: This position reports to the Director and the Board of Trustees. The position is responsible for managing the finances and business functions of the library. The position serves as Fiscal Officer for the Board of Trustees. The incumbent assists the Director in major library projects. The position supervises and evaluates the Building and Grounds Supervisor, the Bookkeeper/Publicity Assistant, and the Administrative Clerk. The position requires public contact including vendors, governmental officials, media, patrons, and local businesses. The incumbent works closely with other staff and the Board of Trustees.

PRINCIPAL ACCOUNTABILITIES

Ensures that all financial operations of the library comply with Federal and state statutes, state auditing requirements, sound financial practices and the policies and decisions of the Board of Trustees.

Ensures that the personnel policies and practices of the library comply with federal and state laws and regulations.

Oversees maintenance of buildings and grounds.

Ensures effective supervision of the Building and Grounds and Administrative employees.

Assists the Director with projects as required.

Serves patrons and staff in a courteous and business-like manner.

ESSENTIAL DUTIES OF THE POSITION (Other duties appropriate to the classification may be assigned as necessary)

Administers accounts payable and receivable.
Resolves any disputes or problems with vendors.
Participates in the preparation and monitoring of the annual budget.
Monitors library spending and provides costs analyses.
Monitors and recommends investment options.
Maintains good working relationships with financial institutions, the library board, the director, and neighboring fiscal officers.
Uses budgeting software to manage the library's fiscal affairs.
Approves requisitions, purchase orders and payment of invoices.
Maintains financial records in accordance with state and federal regulations.
Administers the records retention program and responds to public records requests.
Applies for reimbursement for telecommunications costs from the e-rate program.
Puts signatures on checks, contracts and other agreements.
Creates or oversees the preparation of financial reports.
Creates and submits required reports and certificates to County Auditors and Budget Commissions.
Receives bids and serves as Prevailing Wage Coordinator for construction projects.
Evaluates insurance plans.
Maintains inventory of library fixed assets and administers the disposition of library property.
Oversees payroll operations, ensuring that policies and procedures are properly implemented.
Ensures that accurate personnel reports are submitted to proper agencies.
Communicates personnel policies, benefits, taxes and pension information to staff.
Maintains employee personnel files.
Assists in the orientation of new staff.
Assists with staff safety training.
Monitors and maintains health insurance and Cobra coverage.
Participates in long range planning.
Attends meetings of the Board of Trustees, prepares Board minutes and provides monthly investment reports.
Maintains a policy notebook and a procedures manual.
Writes and develops new policies for board approval as necessary to comply with changing laws and regulations.
Provides all necessary documentation and assistance to representatives of the State Auditor during the biennial audit.
Supervises administrative office and maintenance staff, including but not limited to training, evaluating, and scheduling staff.
Serves in Director's stead within the chain of command.
Serves patrons in a courteous and business-like manner.
Prepares annual department budget for the Administrative Services department.
Keeps abreast of trends, advances, and changes in areas of responsibility.
Completes required annual fiscal officer training.

ACCEPTABLE SKILLS, KNOWLEDGE, AND ABILITIES

Knowledge of the principles of accounting and payroll administration; knowledge of financial reporting and ability to prepare accurate financial reports; knowledge of business, facilities management, and human resources practices and procedures; ability to plan, organize and direct activities; ability to work independently, accept responsibility, and to make sound decisions; ability to accurately interpret applicable laws, regulations and requirements; familiarity with computerized routines and financial software; ability to operate within a budget; ability to maintain a neat, clean appearance in keeping with the established dress code; ability to relate to and communicate well with patrons, public officials, and vendors; ability to communicate effectively orally and in writing; ability to work effectively with other staff; ability to obtain Public Official Bond.

REQUIREMENTS AND QUALIFICATIONS

A Bachelor's degree in accounting, business finance, or a related field from an accredited university required. A minimum of three years of work experience in accounting or business required; some management and supervisory experience preferred. Continuing education required to update skills and knowledge due to ever-changing laws, regulations and technology. Any combination of experience and/or training that provides the required knowledge, skills, and abilities will be considered. Must be able to meet the flexible scheduling requirements of the library. Ability to perform the major functions of the position required. Possession of a valid driver's license required.