

Department: Administration

Part-Time: 30 HPW

Salary: Commensurate with experience/education

Supervisor: Library Board of Trustees

Non-Exempt/Hourly

Date Written/Revised: June 2024

Job Responsibilities:

The Fiscal Officer manages all aspects of the library's financial operations; implements financial policies and procedures; administers proper fiscal management of library resources and funds; provides financial reporting and projections for budget planning; processes payroll and accounts payable; and ensures compliance with applicable laws, regulations, and Library policies.

Principle Duties:

- Records accounting transactions including receipts, disbursements, and purchase orders
- Performs bi-weekly payroll functions and reporting; submits withholdings to appropriate agencies
- Manages library investments and makes recommendations to the Board in accordance with the library's investment policy
- Compiles financial data and projections and assists the Director in preparing the annual budget; maintains budgetary controls over expenditures
- Reviews expenditures and recommends cost-saving strategies
- Prepares all required financial reports and special reports and calculations as requested
- Prepares monthly financial reports for the Board of Trustees and presents financial information during monthly Board meetings
- Oversees disposal of public records in accordance with library policy
- Coordinates enrollment in employee benefit programs

Required Knowledge, Skills, and Abilities:

- Knowledge of accounting principles and procedures and the ability to apply such knowledge to accounting transactions
- Ability to interpret and apply governmental accounting laws and regulations
- Strong math and analytical skills
- Ability to work independently, as a team, prioritize, and meet deadlines
- Familiarity with Microsoft Excel, e-mail, and other basic computer applications
- Ability to train, supervise, and evaluate the work of the Deputy Fiscal Officer to ensure uninterrupted operations in the fiscal office
- Ability to effectively communicate financial information to the public, Board of Trustees, Director, and Library Staff
- Knowledge of the Uniform Accounting Network software preferred
- Physical ability to lift and carry items weighing up to 25 pounds less than 10% of the time

Qualifications:

- Bachelor’s degree in accounting and experience in governmental accounting preferred, or any combination of experience and/or education that provides the required knowledge, skills, and abilities approved by the Holmes County District Public Library Board of Trustees.

Working Conditions:

- Climate controlled environment.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

Employee Signature

Date