



Cardington-Lincoln Public Library

Job Title: Fiscal Officer
Department: Finance & Administration
Job Type: Part-time (20-25 hours/week) Non-exempt
Job Class: F
Benefits: Paid Time Off accrual; paid holidays; OPERS (Ohio Public Employee Retirement System); Ohio Deferred Compensation & AFLAC products available

Position Overview: The Fiscal Officer manages the financial functions and records of the public library in accordance with all federal, state, and local laws. This employee works alongside the Director on financial planning and the day-to-day financial activities of the library and reports directly to the Board of Trustees.

ESSENTIAL FUNCTIONS:

- Knowledge and understanding of the Library's statutory requirements and powers as authorized by the Ohio Revised Code (Section 3375), the Ohio Administrative Code (Chapter 117-4), and all applicable federal, state, and local laws and regulations.
- Maintains the financial records of library funds, in accordance with the Ohio Administrative code, which lists the requirements of the Auditor of the State of Ohio.
- Ensures that all financial records are maintained accurately.
- Manages the investment of active and interim funds at the Board's direction.
- Develops and maintains a system of internal accounting controls.
- Receives and deposits all Library funds in approved depositories. Maintains current depository agreements and collateral.
- Prepares cash flow forecasts based upon historical information and prepares supporting documentation.
- Works with the Library Director in preparation of the annual appropriations resolutions and proposed budget.
- Collaborates with Library Director to evaluate projected major expenditures.
- Reviews accounting transactions and makes necessary adjustments to financial records, ensures purchasing procedures and laws are followed, signs purchase orders, and issues vouchers.
- Prepares monthly and annual financial statements for the Board of Trustees.
- Submits budget and financial reports to the County Auditor and Budget Commission.
- Provides information and supporting documentation to auditors and other agencies as required.
- Prepares the annual financial report and submits to the State Auditor annually.
- Works with the State Auditor's Office on the biennial audit.
- Communicates with the Board of Trustees, Finance Committee Chair, and Library Director on a regular basis.
- Compiles statistics, analyzes, and prepares reports for the Board of Trustees, Director, and co-workers.
- Keeps and maintains the minutes of the Board of Trustee meetings and manages other administrative tasks, in conjunction with the Secretary of the Board.
- Secures appropriate liability, property, automobile, and errors and omissions insurance policies.
- Oversees the computerized accounting and payroll systems.
- Conduct all payroll operations, ensures that current and historical payroll reports and files are maintained in accordance with laws and best practices.

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- Advises the Library Director on the formation of Library fiscal policy, as appropriate.
- Implements accounting system changes.
- Plans, develops, implements, and evaluates services and procedures for the Fiscal Office.
- Stays up to date with new developments, best practices, participates in continuing education events, and attends appropriate conferences/trainings.
- Participates in the state library association and/or other professional organizations.
- Attends meetings of the Board of Trustees.
- Attends regular staff meetings as assigned.
- Supports and implements the Library's Mission Statement, Vision Statement, Strategic Plan, and Customer Service Expectations. Contributes to the strategic and long-range planning for the Library system.
- Performs other duties and tasks as assigned by the Board of Trustees

COMPETENCIES

- The ability to adjust to changing situations.
- The ability to promote and support the fundamental purpose of the public library.
- The knowledge and management of the library's building, grounds, and equipment.
- The ability, through both verbal and written methods, to provide concise, timely, and accurate information, internally and externally, among all organizational levels and with all appropriate people.
- Maintains awareness of products and services and seeks to negotiate terms favorable to the library and its users.
- The ability to efficiently, effectively and positively meet the library needs of internal and external customers.
- The awareness of library policies and procedures relevant to emergency preparedness, including natural disasters.
- The commitment to interact appropriately, fairly, and equitably with all; the ability to demonstrate and foster respect for all individuals and points of view; the understanding and proactive reduction of barriers to library use.
- Demonstrates general understanding of basic computer skills coupled with an understanding and knowledge of library provided equipment and software including the website, databases, catalog, and ILS; the ability to troubleshoot basic technology problems.
- The knowledge of and compliance with Ohio Ethics Law and the basic ethics and values of library service.
- The knowledge of and ability to manage relevant sources of funding, develop a budget, and forecast and monitor revenues and expenditures.
- The ability to identify, initiate, and manage fund raising opportunities, including but not limited to local levies, grants, and foundations.
- The understanding and support of the library's role in providing free and equal access to ideas, information, resources, and services, from all points of view, without restriction, to every individual.
- The understanding of laws relating to copyright, privacy, freedom of expression, equal rights, and intellectual property; the ability to communicate this information to staff and patrons and to ensure the library's compliance.
- The knowledge of and ability to support the library's mission, vision, culture, and structure; a comprehensive awareness of the library's policies and procedures.

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- The knowledge and awareness of the attributes and library needs of community demographics; the ability to apply that knowledge through materials, services, policies, and programming.
- The ability to identify and prioritize work needs.
- The ability to develop and implement library policies and procedures.
- The ability to assess situations and troubleshoot to identify effective solutions.
- The ability to determine scope and requirements of a project, coordinate and schedule activities, control resources, and identify and control risk for quality project completion.
- The ability to organize and maintain library records per an approved record retention schedule for easy access to all relevant data; the ability to generate many different types of reports to facilitate library planning and operations.
- The awareness of library policies and procedures relevant to building security and personal safety of staff and patrons.
- The ability to anticipate and predict internal and external changes, trends, and influences to effectively allocate resources and implement appropriate library initiatives.
- The ability to work collaboratively with others to achieve organizational goals and objectives.

EDUCATION AND EXPERIENCE:

- Minimum 3 years of finance and accounting management, budget development, cash basis fund accounting, payroll processing/filing, and data analysis required.
- Associates degree from an accredited college or university in business, finance, accounting or related field strongly preferred.
- Commensurate experience may be considered in lieu of a degree, particularly experience in public finance administration.
- Must pass background check and meet bonding requirements.
- Government or public library experience is highly preferred.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

- Work is performed primarily in a general office environment.
- Requires availability for extended hours, as needed.
- Ability to regain focus with frequent interruptions and distractions.
- Ability to lift and move up to twenty-five (25) pounds.
- Manual dexterity sufficient to perform general typing and operate standard office equipment.
- Periodic intense concentration and sustained viewing of a computer monitor.

SCHEDULE: 20-25 hours per week, part-time, non-exempt position. Remote work option available following probationary period of 90 days.

STARTING PAY RANGE: \$20.61-\$22.00 depending on education and experience

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