



312 W. Main St. Kent, OH 44240

330.673.4414

Position: Fiscal Officer, part-time

Schedule: Flexible (To be determined, Monday-Friday between 8 AM – 6 PM)

Department: Administration

SUMMARY:

Kent Free Library seeks a Fiscal Officer to support the library's mission and fiscal operations. The Fiscal Officer oversees the financial operations of the library. The library's annual operating budget is approximately \$2.6 million. The library proudly serves the 33,725 residents of the Kent City School District and employs an outstanding team of thirty-five (35) employees.

This position administers fiscal management of all library resources and funds, ensuring that all financial operations are in accordance with applicable federal, state, and local laws and regulations, the policies and regulations of the Auditor of State, and the policies and decisions of the Kent Free Library Board of Trustees. Working independently, the Fiscal Officer implements and recommends sound financial practices for the day-to-day operation of the library and establishes internal controls. The Fiscal Officer is responsible for governmental accounting, public fund administration, fiscal management, financial reporting and projections, budget planning, investment management, payroll processing, purchasing, bidding and contract administration, benefit coordination, audit compliance, and miscellaneous administrative assignments. The Fiscal Officer reports to the Board of Trustees and works closely with the Library Director, who is also the Deputy Fiscal Officer. The Fiscal Officer shares supervision of one Administrative Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

FISCAL MANAGEMENT

- Provides accountability of funds by managing the day-to-day fiscal operation of the library
- Oversees accounts receivable and payables, auditing receipt of revenues and expense of payables, updating and balancing the accounting software and fund balances monthly and annually
- Processes appropriations for funds, oversees encumbrance, requisitions, and purchase order processes
- Reconciles bank statements to accounting software
- Provides accurate monthly, annual, and ad hoc reports and advice on the financial condition of the library to the Board of Trustees and the Director
- Provides financial forecasting for budget planning and, in cooperation with Director, prepares the annual operating, capital, and special fund budgets for approval by the Board of Trustees

- Keeps financial records in accordance with all state and local laws or regulations
- Invests funds in accordance with policies and procedures approved by the Board of Trustees
- Prepares financial reports and documentation for audits conducted by the Auditor of State
- Supervises library staff in all fiscal operations

PAYROLL AND BENEFITS

- Maintains the payroll system and process, from timesheet auditing through check preparation and direct deposit
- Oversees verification of semi-monthly payroll changes including wage increases, benefit changes, and leave allowance accruals and deductions
- Oversees monthly and quarterly payment of payroll taxes and reports and issues annual W-2s, 1095s, and 1099s
- Manages the library's contributions to the Ohio Public Employees Retirement System
- Prepares projections for wages, salaries, and fringe benefits
- Collaborates with the Director, as directed by the Board of Trustees, to ensure financial and procedural compliance with local, state and federal laws or regulations
- Oversees fringe benefit administration including annual open enrollment

OTHER DUTIES

- Coordinates audits by state or private audit firms, providing information and supporting documentation as requested
- Coordinates public bidding by the library
- Serves as the chair of the Library's Record Retention Committee and coordinates retention, disposal, archiving, and public access
- Maintains and improves knowledge by attending continuing education opportunities and professional training as needed
- Attends all meetings of the Board of Trustees

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of accounting principles and practices
- Knowledge of government and public funds accounting including reporting requirements
- Ability to interpret and apply governmental accounting laws and regulations
- Advanced skills in Microsoft Excel, Internet, Email, and other computer applications
- Ability to maintain confidentiality and to use appropriate judgement in handling financial and personnel records and information
- Strong attention to detail and high level of accuracy in performing duties
- Ability to work independently and to meet deadlines
- Ability to prioritize, manage, and use time efficiently
- Ability to effectively communicate financial information to the Board of Trustees, elected officials, Director, library staff, and the public
- Ability to communicate effectively with staff, vendors, contactors, and library patrons
- Strong mathematical aptitude and analytical skills
- Knowledge of the Uniform Accounting Network (UAN) software highly desired
- Experience with all functions of payroll

QUALIFICATIONS:

Bachelor's degree in accounting, or a related discipline, with knowledge of governmental accounting principles, practices, and procedures. Demonstrated work experience in governmental or public fund accounting preferred. Any equivalent combination of experience and/or education that provides the required knowledge, skills, and abilities to be successful in this position may be considered and approved by Kent Free Library Board of Trustees. Must meet bonding requirements and successfully pass a background check.

SALARY:

Commensurate with experience and education to be determined by the Board of Trustees

BENEFITS: Ohio Public Employee Retirement System (OPERS)

TO APPLY: Submit a cover letter, resume, and employment application to the Library Director at: stacey.richardson@kentfreelibrary.org. Visit us online for an application: www.kentfreelibrary.org/about/employment.

DEADLINE FOR APPLICATION:

Open until filled, but applications received by **August 15, 2025** will be given first consideration.

The preceding statements are not intended to be an all-inclusive list of 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. Additional duties may be required or assigned.