



FISCAL OFFICER (Part-Time)

POSITION DESCRIPTION

Revised: 6/23/2025

Position Title: Fiscal Officer

Department: Administration

Reports To: Board of Trustees

Employment Status: Part-Time

Classification: Classified (At-Will)

Salary Range: Set by Board of Trustees

Salary Grade: Subject to Education and Experience

Schedule: 10 Hours Weekly, Weekdays During Regular Business Hours

Purpose:

The Fiscal Officer manages the library's fiscal operations and is responsible for an annual budget and appropriations. The Fiscal Officer serves as the chief financial officer of the library and ensures that financial operations comply with all applicable laws and regulations, the policies of the Board of Trustees and sound financial practices. The Fiscal Officer processes payroll and coordinates benefits management. The Fiscal Officer works closely with the Director and staff of the library. The Fiscal Officer is appointed by the Board of Trustees and reports to them in the discharging of duties assigned by state statutes and regulations. Employee is expected to exercise independent judgment in solving most problems that arise within the assigned work area. Work is reviewed through periodic audits of records, statements, and reports and through monthly reports to the Board of Trustees.

Principle Duties:

- Performs and plans the recording of accounting transactions; performing bank reconciliations, cash journals, ledgers, and other record books; and in preparing periodic fiscal statements, reports, and tabulations. Most accounting transactions are completed using the Uniform Accounting Network (UAN).
- Oversees the automated accounting system and serves as liaison to accounting system hardware and software vendors.
- Performs monthly payroll functions and performs all functions related to payroll processing

- Responsible for all Library investments and loans.
- In cooperation with the Director, maintains personnel records.
- Develops and supervises the installation of cost accounting procedures; studies cost accounting problems and recommends revisions in forms, account classifications, and statements.
- In cooperation with the Director, prepares the annual operating, capital, and special fund budgets for approval by the Board of Trustees and for submission to the taxing authority. Maintains budgetary controls over expenditures. Review annual budgets with Director and Departments.
- Studies and recommends revisions in existing departmental accounting and budgetary procedures and forms; gathers classifies, and summarizes data and the compilation of financial reports.
- Confers with external auditors and governmental officials; compiles information to be used in actuarial studies.
- Prepares periodic and special reports and calculations.
- Prepares a monthly financial report for the Board and presents it at their monthly meetings.
- Attends regularly scheduled Board Meetings of the Trustees and participates in special meetings where the financial obligations of the library are discussed.
- Prepares annual report for State Auditor and the Board in an accurate and timely manner; ensures that all records are in order for state biennial audit; submits annual appropriations resolution and annual budget to County Auditor in a timely manner.
- Assists on issues as needed or appropriate with various government agencies or offices.
- Maintains confidentiality in accordance with Library policy and all applicable laws and regulations.
- Must qualify to be bonded at a limit acceptable to the Board of trustees and pass a BCI background check.
- Performs any and all other related work as required.
- Provide board meeting minutes and email them to the Director and Board of Trustees prior to the next meeting.
- Organize and attend a yearly salary committee meeting before the November board meeting each year composed of two board members, and the director.
- Provide salary notices with anniversary dates, benefits and vacation time for all employees at the December holiday lunch.

Knowledge, Skills, and Abilities Desired:

- ❖ Familiarity with or working knowledge of the Uniform Accounting Network (UAN).
- ❖ Knowledge of accounting principles and procedures and the ability to apply such knowledge to accounting transactions.
- ❖ Knowledge of a variety of standard accounting and office procedures and equipment, including knowledge of the application of electronic data processing to the maintenance and analysis of fiscal data.
- ❖ Knowledge of governmental laws and regulations related to fiscal affairs.
- ❖ Ability to use accounting software to maintain financial records and transactions.

- ❖ Ability to prepare complete and accurate accounting reports and statements of moderate complexity.
- ❖ Ability to interpret and apply governmental fiscal laws and regulations to a variety of financial transactions.
- ❖ Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of North Baltimore Public Library Board of Trustees' policies, by-laws, and objectives.
- ❖ Ability to handle complex projects and to produce work on a deadline.
- ❖ Requires excellent computer skills, including word processing, and spreadsheets.
- ❖ Must be able to conduct trend analyses and financial projections as needed.
- ❖ Must be able to lift, push, or carry boxes weighing up to 40 pounds.

Education/Certification/Demonstrated Skills Requirements:

- ❖ Graduation from an accredited four-year or two-year college or university with major course work in accounting; experience in governmental accounting work OR any equivalent combination of experience and/or training that provides the required knowledge, skills, and abilities approved by the North Baltimore 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.

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the library without it being specifically included in the job description. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with the Board of Trustees.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Employee Signature

Date

Employee Name (Print)