



Bucks County Free Library

Bucks County Free Library Job Description

Job Title:	Fiscal Officer
Job Classification:	Management
Department Name:	Administration
Reports To:	Chief Executive Officer
Date Prepared:	August 2016; update April 2026
Approved By:	Chief Executive Officer

POSITION SUMMARY: The Fiscal Officer manages all financial operations, oversees and administers all financial policies and procedures of the Bucks County Free Library. This includes: supervising, collecting, and depositing funds; approving and verifying purchase orders and invoices; preparing and maintaining financial budgets, reports and records; identifying vendors, negotiating purchases and contracts, preparing and processing requisitions or purchase orders; providing assistance to administrative and departmental staff, the Board, Friends, and local library boards; and preparing for and coordinating the annual audit and reconciling bank statements

The Fiscal Officer coordinates activities among different departments and/or libraries and various types and levels of library staff, including Bucks County Free Library administrators and department managers, as well as local library and/or branch library representatives. This is an FLSA exempt position.

MINIMUM EDUCATION AND EXPERIENCE:

- Requires a bachelor's degree in finance or related field.
- Requires ongoing continuing education as mandated by Commonwealth Libraries
- At least five years' experience working in a similar finance management role.
- Must have current driver's license, insurance, and own transportation or ability to travel among many library sites

SCOPE OF RESPONSIBILITY:

- Staffing Responsibility – Direct responsibility for supervising and managing a department or unit's strategic work objectives and assists in resolving the most complex problems.

- Supervision Received – Position functions under general direction of a supervisor or manager and uses a wide range of procedures to meet job responsibilities. The position plans and arranges own work and refers only unusual cases to supervisor.
- Customer Satisfaction and Service – Resolves and/or negotiates conflicts, gaining cooperation and/or acceptance of ideas. This job has significant accountability for ensuring customer satisfaction within the branch or department.
- Decision Making Impact – Productivity or actions affect multiple functions and/or multiple large departments and/or customers system-wide.
- Communication – Type of Interaction and Level of Contact – Interaction involves considerable explanation and persuasion regarding complex issues. Diplomacy is required, e.g., problem-solving discussions with members of the staff or public regarding responsibilities, finance, work flow, or to facilitate service. Important contacts involving difficult matters of agreements or controversies. Level of contact is primarily with administrators and managers, library stakeholders, board members, vendors, business and community leaders, elected officials, or media representatives.
- Complexity – Work is complex and varied. Employees in position must develop new solutions in a variety of situations. Work is governed by broad instructions, objectives and policies. Requires considerable judgment in developing approaches and techniques.
- Budget Responsibility – Approves the budget for multiple functions or departments and has authority to authorize and approve expenditures and invoice payments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The job's essential or most important functions and responsibilities. Includes all aspects of the job, whether performed daily, weekly, monthly, annually, or at irregular intervals.

- Performs and/or oversees all functions of the Business Office, including planning and organizing all financial and accounting operations. Develops and implements financial policies and procedures. Oversees payroll, accounts payable, accounts receivable, and general ledger information. Analyzes and reconciles balance sheet and budget accounts for accuracy and completeness.
- Analyzes, prepares, and presents monthly reports and financial statements and budget revisions to the Board. Prepares routine and non-routine journal entries. Prepares, files, and distributes various financial reports or forms for auditors and local, state, and Federal, and miscellaneous government and funding agencies. Accounts for the monies received from all funding agencies, accounts receivable, and cash receipts. Prepares supporting documentation for deposit.
- Performs or oversees all purchasing cycle functions. Verifies invoices, authorizing purchase orders and payments to vendors. Prepares and reconciles monthly balance sheets, subsidiary reports, and bank statements. Coordinates and procures annual audit.
- With the Chief Executive Officer and executive team, analyzes, prepares, and presents the annual operating budget and requests for capital improvements to the Board and County Commissioners. Monitors budget expenditures and revenues throughout the year.

- Oversees and reviews deposits and supporting documentation, including electronic documentation.
- Receives, verifies, and files all accounts payable from vendors, purchase orders, and in-house requests for expenditures. Inputs vendor and accounts payable information into the accounting system to generate checks.
- Maintains federal and state grant records, approves grant fund disbursements, and prepares monthly reconcilements.
- In collaboration with Human Resources Manager, administers employee benefit programs including insurances, Employee Assistance Program (EAP), COBRA, paid leaves, retirement, Social Security, and Family and Medical Leave Act (FMLA) requests. Coordinates annual employee benefits renewal and open enrollment activities.
- Supervises day-to-day work of all employees. Delegates and coordinates assignments. Resolves routine staff concerns and refers complex problems to Chief Executive Officer. Communicates, interprets, and explains the library's goals, standards, policies, procedures, and guidelines to staff. Writes performance evaluations. Schedules all employees and reviews, approves, and submits time records.
- Works closely with direct supervisor and subordinates to ensure that daily and long-term priorities and deadlines are met within the framework of the library's strategic plan goals, standards, policies, procedures, and guidelines.
- Negotiates purchases and contracts and formulates arrangements with suppliers. Identifies vendors of materials, supplies, and equipment and researches to determine product availability and terms of sales. Prepares and processes requisitions or purchase orders for supplies and equipment.
- Oversees and manages budgets for contracts, equipment, or supplies. Oversees the activities of other employees engaged in purchasing and distributing materials, supplies, and equipment. Develops specifications for materials, equipment, and supplies. Oversees inventory and maintains records of items ordered and received.
- Continuously reviews and evaluates existing departmental practices, procedures, goals, and objectives. Investigates standard and new library, finance, or accounting practices or projects to determine their local applicability and feasibility. Prepares and distributes analytical reports, demonstrating successes and recommending improvements. Prepares recommendations for Board decision making.
- Oversees and solicits bids for services and purchases, presenting proposals, contracts, and recommendations to the Library Board.
- Leads, directs, and supervises and/or monitors supervision of professional, support, clerical, and/or volunteer staff. Provides input into administrative and departmental staff performance evaluations. Confers with other library executive and administrative staff on issues of common interest.
- Develops library policies and procedures. Interprets library policies, procedures, goals, and objectives to staff, community groups, public officials, professional groups, and the general public. Provides advice and direction on the library's mission, values, and strategic direction.

- Ensures that departmental staff schedules and practices meet internal needs and Bucks County Free Library or external standards. Ensures that branch office and public service areas are clean, uncluttered, and accessible.
- Demonstrates continuous effort to improve departmental operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality public service.
- Assumes other duties and projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of standard practices for providing customer service in libraries, including needs assessment, meeting quality standards, and evaluating customer satisfaction.
- Knowledge of the philosophy and objectives of public library service and the principles and methods used in library system operations.
- Knowledge of the needs and interests of parents, caregivers, and other adults who use library resources and services.
- Knowledge of the principles and processes for showing, promoting, and selling products and services, including marketing strategy and tactics, product demonstration, and sales techniques.
- Knowledge of personal computer hardware and software and library information systems.
- Knowledge of administrative and clerical procedures and systems, such as word processing, spreadsheet, and database programs.
- Ability to consistently arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Coordination skills. Ability to adjust actions as needed in relation to others' actions or changing conditions.
- Judgment and decision making skills. Ability to consider and anticipate the relative costs, benefits, and possible consequences of an action.
- Active listening skills, such as giving full attention to what others are saying, taking time to understand key points, asking questions, and listening without unnecessary interruption.
- Time management skills, including the ability to manage the time of others.
- Ability to apply critical thinking skills such as logic and inductive or deductive reasoning to analyze problems, identify alternative solutions, and implement plans in support of goals.
- Social skills. Awareness and understanding of others' reactions.
- Ability to speak clearly and identify and understand the speech of others.
- Ability to clearly communicate information and ideas in writing and speaking in English so that others with differing knowledge, skills, abilities, education, and experience will understand.
- Ability to read and listen to and understand complex information in English.

- Manual dexterity, including the ability to move the hand, the hand together with the arm, or two hands to grasp or manipulate objects.
- Ability to add, subtract, multiply, or divide quickly and correctly.
- Ability to see details at close range (within a few feet of the observer).
- Ability to shift back and forth between two or more activities or sources of information, such as viewing, touching, listening, and speaking.
- Ability to make fast, simple, repeated movements of the fingers, hands and wrists.

PHYSICAL DEMANDS:

Amount of on-the-job time spent on the following physical activities. Definitions below indicate the frequency of occurrence.

None – The person does not perform this activity.

Occasionally – The person does the activity up to 33% of the time.

Frequently – The person does the activity 34% to 66% of the time.

Continuously – The person does the activity 67% to 100% of the time.

<u>Activity</u>	<u>None</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continuously</u>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive Hand Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching/Working Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing or balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping, kneeling, crouching or crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted or force be exerted? No If so, how much and how often?

Yes

<u>Activity</u>	<u>None</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continuously</u>
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs. (force exerted)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 lbs. (force exerted)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SIGNATURE:

I have read and have been given an opportunity to ask questions regarding this job description.

I also understand that this job description does not constitute an implied or expressed contract for employment with Bucks County Free Library. In addition, I understand that Bucks County Free Library is an employment at-will employer and that the organization or I may terminate the employment relationship at any time with or without cause. Furthermore, I understand that this job description does not contain all of the responsibilities that I may be asked to carry out while employed with Bucks County Free Library and that I will perform other duties that are assigned to me to the best of my abilities.

I agree to accept the responsibilities and duties as outlined.

Employee Signature

Date