



## VILLAGE OF PENINSULA

1582 MAIN STREET  
P.O. BOX 177  
PENINSULA, OHIO 44264  
330.657.2151

October 17, 2019

### **JOB POSTING**

The Village of Peninsula, Ohio is seeking applications for the position of Fiscal Officer, which at present, is a part-time position requiring a maximum of 15 hours of work per week. The amount of expected hours may be modified based upon the additional duties the candidate desires to perform. The Village's population is approximately 565 and its annual general fund budget is around one million dollars. Qualified candidates should have significant prior public finance experience with municipal public finance experience being preferred. Candidates must have familiarity and experience working with a UAN system and the ability to use Microsoft Excel. The current rate of pay is \$22 per hour, but Village Council is willing to amend the pay rate based upon qualifications and experience. The Village Fiscal Officer is appointed by the Mayor subject to confirmation by the Village Council. The Finance related duties consist of preparing Village budgets and financial reports to Council, accounting for the Village's revenues and expenditures, approving purchase orders and making payments, preparing the Village's payroll, reconciling bank statements, making employee tax and pension filings and payments, advising the Village as to necessary appropriation amendments, completing and submitting any necessary federal, state, and county financial reports, submitting financial information to Ohio Online Checkbook, and acting as the JEDD Administrator and Income Tax Administrator (the Village utilizes RITA for its tax collections). The Fiscal Officer also is responsible for acting as the Clerk of Council. Those duties include attending the Village's monthly Regular Council Meeting, as well as some additional Special Council Meetings involving finance matters during the course of the year. Depending on the qualifications and desires of the candidates, Village Council might consider severing the Clerk duties from the position and having those duties performed by another employee. Cover Letters and Resumes shall be sent to the Village's Administrative Clerk, Marty Kuboff, either by mail at the above address or by email to [admin@villageofpeninsula-oh.gov](mailto:admin@villageofpeninsula-oh.gov). Responses are requested by 3:00 p.m. on Thursday October 31, 2019, but candidate interviews may be scheduled prior to the above date as responses come in. Submissions will continue to be accepted until the position is filled. The Village of Peninsula is an Equal Opportunity Employer.