

FISCAL OFFICER

Reports to: Mayor

General Purpose:

Under the general direction of the Mayor, the Fiscal Officer is responsible for the day to day planning, directing, supervising and coordination of all operational activities of the office of Fiscal Officer.

Minimum Qualifications:

Associate's Degree in finance or accounting and progressive responsibility in public sector finance management, or an equivalent combination of education, training and work experience which indicates possession of the knowledge, skills and abilities listed below. Knowledge of municipal income tax collection, payroll, state and local taxes and finance with municipal software computer programs is desirable.

Duties and Responsibilities:

Village Fiscal Officer shall have those powers, duties and functions as provided by the general laws of the State of Ohio; and in addition he/she shall have the following powers, duties and functions:

- Preparation of monthly Budget Reconciliations.
- Recording and Preparing of the minutes of all Village Council Meetings.
- Keeping and recording of all Village legislation.
- Preparation of the recommendation for the Annual Budget and Appropriations.
- Monitoring of the Annual Budget and Appropriations.
- Preparation of the Village payroll including tracking of sick time, vacation time, retirement plan payments, all withholding responsibilities including payroll taxes.
- Preparation of and distribution of employee forms W2.
- Monitoring of the securing employee health insurance.
- Monitoring of and securing all Village insurance coverage.
- Receiving and depositing all revenues and the proper bookkeeping thereof.
- Signatory for all banking transactions.
- Proper management of investments.
- Attendance at all Village Council Meetings.
- Attendance at all Finance Committee Meetings.
- Management of Advertising needs of Village Council and Committees.

- Preparation of monthly Financial Summary.
- Performs various other related duties as needed/or required including assistance with other Village departments as may be required.