



Beach City Utilities

105 E. Main St., P.O. Box 328

Beach City, Ohio 44608

Telephone: (330) 756-2011 Fax: (330) 756-3199

John Hartman - Mayor

Jim Spivey – Village Administrator

EMPLOYMENT OPPORTUNITY

The Village of Beach City is accepting applications for the position of

FISCAL OFFICER.

GENERAL SUMMARY: UNDER THE DIRECTION OF THE MAYOR AND VILLAGE COUNCIL. THIS IS A FULL TIME POSITION AT FORTY HOURS PER WEEK.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- TO OVERSEE THE FINANCIAL OPERATIONS OF THE VILLAGE, INCLUDING BUT NOT LIMITED TO, ACCOUNTING, APPROPRIATING, AUDITING, RECONCILING STATEMENTS, BUDGETING, RECORD KEEPING, RECORD RETENTION, KEEPING MINUTES OF MEETINGS, REPORTING, GRANT WRITING AND MAINTAINING VILLAGE LEGISLATION.
- TO ASSIST THE UTILITY CLERK WITHN MANAGING ACURATE RECORDS AND ACCOUNTS OF THE UTILITY DEPARTMENTS.
- TO PERFORM THE DUTIES OF THE CEMETERY CLERK IN SALE OF LOTS, MAPPING AND RECORDING CEMETERY FINANCES AND RECORDS.
- TO ANSWER PHONE CALLS, TAKE MESSAGES, ATTEND MEETINGS AND CLASSES AND OTHER DUTIES AS ASSIGNED.

MINIMUM QUALIFICATIONS:

- HIGH SCHOOL DIPLOMA OR GED EQUIVILANT.
- VALID OHIO DRIVERS LICENSE.
- PRIOR GOVERNMENT ACCOUNTING EXPERIENCE

NECESSARY KNOWLEDGE, SKILL, AND ABILITIES:

- PROFICIENT IN BASIC COMPUTER, COPIER, CALCULATOR, AND TYPEWRITER USE.
- ABILITY TO COURTEOUSLY, CLEARLY AND PROFESSIONALLY COMMUNICATE WITH THE PUBLIC AND COWORKERS.
- ABILITY TO UNDERSTAND BASIC GOVERNMENT ACCOUNTING RULES AND PROCESSES.
- ABILITY TO UNDERSTAND AND CACULATE PAYROLL, DIRECT DEPOSITS, PERS RETIREMENT, POLICE AND FIRE RETIREMENT PROCESSES.
- BASIC KNOWLEDGE OF BUDGETING, APPROPRIATING, AND AUDITING PROCESSES.
- BASIC KNOWLEDGE FO FEDERAL, STATE, AND LOCAL AUDITING AND TAX LAWS.
- PRIOR KNOWLEDGE OF GASL ACCOUNTING SOFTWARE HELPFUL.
- ABILITY TO SIT OR STAND FOR EXTENDED PERIODS.

Qualified Candidates may send resumes to mayor@beachcityohio.org or by mail to the address above by
March 24 2023.

THE VILLAGE OF BEACH CITY IS AN EQUAL OPPORTUNITY EMPLOYER.