

Village Of North Kingsville

Job Title:	Fiscal Officer	Job Category:	N/A
Department/Group:	Finance	Schedule	40 + Hrs per week
Location:	Location	Travel Required:	Travel Required
Level/Salary Range:	Salary (based on experience)	Position Type:	Full Time
Contact Mayor:	Mindy Bisbee	Date Posted:	May 1, 2023
Phone Number:	440-224-0091	Posting Expires:	Until filled

Applications Accepted By:

FAX OR EMAIL:

Fax: 440-224-0031

Email: nkmayor@gwcmail.net

MAIL:

VILLAGE OF NORTH KINGSVILLE ATTN: MAYOR BISBEE

P.O. Box 253

North Kingsville, Ohio 44068

Job Description

Please see attached job description.

The Village of North Kingsville is an Equal Opportunity Employer

Village of North Kingsville

Administration

Job Description

Position Title: Fiscal Officer

Summary: The Fiscal Officer is responsible for the day to day duties of paying bills in a timely manner, working with the Mayor on a yearly budget and submitting to the county, filling out paper work for such things as grants, loans, and leases. The Fiscal Officer is also responsible for doing monthly bank reconciliations. He/she is also required to make a monthly report to council and to committees as requested.

Responsible for the following:

Answers telephone calls pertaining to Fiscal Officer

Enters all data into UAN computer system

Make bank deposits and record each deposit

Issues Purchase Orders

Manages account payables by matching PO's to bills and entering them into the computer

Printing and mailing checks

Reconcile bank accounts monthly

Prepares budget

Prepares year end financial statement

Attends meetings as requested

Attends a monthly council meeting to provide report

Manages insurance for village property and liability and health and life

Renews licenses and permits

Submits sales tax for campground and golf course

Maintains record retention

Typing, copying, and filing reports

Writes clearly and informatively

Good knowledge of computer programs and software

Qualifications: Minimum 3 years experience in government accounting. Payroll experience preferred. Good knowledge of Microsoft Office software application including Excel, Word, and Outlook. Experience with UAN (Universal Accounting Network) software a plus. Must be able to write clearly. Must be able to working independently as well as coordinate with employees and council members.

The Fiscal Officer is under the authority of the Mayor and shall perform such duties consistent with his/her office as the Mayor requires.