

Village of Bentleyville

Founded in 1831

Serve Preserve Conserve

Mayor

Leonard A. Spremulli

Chief of Police

Gabriel A. Barone Jr.

Fiscal Officer

Nickol Sell

Council

Kathleen Hale

Alex Goetsch

Lisa Whitmyer

Terry Hemmelgarn

Ken Kvacek

Ryan Rubin

The Village of Bentleyville, Ohio is searching for a **part time Fiscal Officer**. A successful candidate will have at least an Associate's Degree in bookkeeping, accounting or other related major. Scheduling is flexible. Some municipal experience would be helpful.

- Compensation to be \$28.84 per hour, for 24 hours/week;
- Candidate must also be available to assist at monthly Village Council Meetings, in the evenings of the third Wednesday of each month, and to take Minutes for that Meeting, for which there will be additional compensation;
- Responsibilities will include processing Village Payroll and reporting to appropriate State of Ohio pension systems, the payment of bills, preparing financial statements monthly for Council, assisting in the preparation of the annual Village Budget and interacting with local, county and state regulators to assure financial compliance, including the annual comprehensive financial report to the Auditor of the State of Ohio.
- Experience with computer programs UAN, Excel and Word would be helpful.
- Expenses for pursuing Village approved opportunities for professional development may be compensated. **Ohio State Auditor training is required for all new Fiscal Officers, as well as training in the Ohio Sunshine Laws and the Retention of Public Records.**

If you have any questions, please contact Village of Bentleyville Council President, Kathleen Hale, at 440/537-1764 or Bentleyville Village Hall, 440/247-5055. Applications are available online at villageofbentleyville.com.