

BEACH CITY 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 gasi. Accounting software helpful.
- Ability to sit or stand for extended periods.

***Qualified candidates may send resumes to mayor@beachcityohio.org
or by mail to 105 E. Main St., P.O. Box 328
Beach City, Ohio 44608 by March 24 2023.***

THE VILLAGE OF BEACH CITY IS AN EQUAL OPPORTUNITY EMPLOYER.

BF-86948

PROOF O.K. BY: _____ **O.K. WITH CORRECTIONS BY:** _____

PLEASE READ CAREFULLY • SUBMIT CORRECTIONS ONLINE

BF-86948 (100%)

ADVERTISER: VILLAGE OF BEACH CITY

SALES PERSON: BFTR

SIZE: 4.946X7.94

PUBLICATION: 03 STARK BARGAIN HUNTER

PROOF CREATED AT: 2/28/2023 11:07:07 AM

NEXT RUN DATE: 03/04/23

PROOF DUE: 02/28/23 13:59:55