

# Fiscal Officer

## POSITION TITLE

Village Fiscal Officer

## QUALIFICATIONS

- A. Extensive experience as a Finance Director or similar position of a public entity in the State of Ohio.
- B. Proficient with Word and Excel
- C. Certified Government Financial Manager (CGFM) preferred.

## SALARY

- Commensurate with experience up to \$49.66 / hour.

## GENERAL RESPONSIBILITIES

1. Provide strategic oversight and management of all financial activities for the Village, including budgeting, financial reporting, forecasting, income tax administration, internal controls, accounts payable and payroll.

## SPECIFIC RESPONSIBILITIES

1. Plans and directs the efficient operation of the Villages finance department.
2. Directs the maintenance of financial accounts and funds.
3. Directs investments, the Village investment policies, and bank reconciliations.
4. Ensures accurate accounting of taxes, assessments, and monies due the Village and of receipts and disbursements made by the Village.
5. Manages project accounting and financing, accurately tracks project expenses and monitors compliance with all regulations.
6. Debt administration, including placement of bonds and bond anticipation notes (BAN's), accounting and planning of all debt service payments and revenue projections to debt service.
7. With the mayor and Village council participation, responsible for the preparations of all estimates, forecasts, budgets, and appropriations.
8. Attends all Village council and planning commission meetings and various other official public meetings to provide information and recommend measures for adoption.
9. Responsible for all the duties of the clerk of council including preparation of meeting minutes.
10. Acts as income tax administrator for the Village.
11. Provides monthly, quarterly, and annual reports to Village council, mayor, and department heads.
12. Facilitates and manages annual/biannual state audits and financial reporting.

13. Experience with Federal Single Audits required with the annual expenditure of federal money in excess of \$750,000.
14. Manages tax increment financing (TIF), community reinvestment areas (CRA), and enterprise zone property tax abatement agreements, including revenue and expense tracking, filing of exemption forms with the county and the Ohio Department of Taxation and all annual reporting requirements.
15. Processing of all insurance claims and managing the Village liability insurance policy
16. Manage workers' compensation insurance for the Village.
17. Must assist with the daily operations of payroll and accounts payable.
18. Must meet and maintain all training and education requirements.
19. All other duties as assigned.

#### APPLICATION PROCESS

Please submit your resume with a cover letter to:

- Village of Sheffield  
Attn. Timothy J. Pelcic, Fiscal Officer  
4820 Detroit Rd.  
Sheffield Village, OH 44035

Or by email to:

- [fiscalofficer@sheffieldvillage.com](mailto:fiscalofficer@sheffieldvillage.com)