

## **Fiscal Officer Job Description**

### **General Purpose:**

The duties of the Fiscal Officer of the Village of Centerburg are those as defined in the Ohio Revised Code 133.01 and all other duties as assigned.

### **Supervision Received:**

The position of Fiscal Officer will work under the supervision of the Village Mayor.

### **Supervision Administered:**

The Fiscal Officer will act as the contact person for the Regional Income Tax Agency (RITA), or supervise any other Village personnel assigned to act as the contact person.

**OPERS Status:** exempt salary

### **Essential Duties:**

- The Fiscal Officer must at all times possess a situational awareness of the financial position of the Village and must communicate timely that position to the Mayor, Council, and other officials or appropriate entities
- Posts all Village fund accounting transactions to the UAN accounting system
- Processes and deposits funds received by the Village
- Prepares purchase orders and blanket certificates to ensure proper funds are available for payments
- Processes all invoices for payment, once proper payment authorization is received
- Prepares electronic funds transfers and signs all checks for payment
- Process payroll, including withholdings, direct deposits, W-2's, & year-end reporting
- Maintains personnel records as Personnel Officer of the Village, including records of payroll and all benefits
- Prepares and distributes monthly, quarterly, and annual reports as required by law
- Balances all financial records and bank accounts on a monthly basis and distributes appropriate information to the Mayor, Village Council, and appropriate committees
- Provides information and assists representatives from the office of the Auditor of State during financial audits
- Prepares annual budget and appropriations in conjunction with the Mayor, VA, and Administrative Service Committee, and files documents with the Knox County Auditor on a timely basis
- Acts as the Clerk of Council, including attending Council meetings and preparing minutes of Council meetings, attending other committee meetings as needed, maintaining an accurate record of all Ordinances and Resolutions passed by Council, providing notice of meetings and legislation passed to the newspaper of record and prepares council packets prior to all Council meetings

- Complies with all public records requests and maintains records per Village Records Retention Policy
- Completes Auditor of State and other training as required by law
- Assists Village personnel and committees as needed

**Qualifications:**

- Prefer a minimum of associate degree in accounting or related field
- College education and/or experience which indicates possession of the knowledge, skills, and abilities required to perform the duties of Fiscal Officer

**Skills:**

- Knowledge of fund accounting and GAAP
- Knowledge of the budgetary process
- Knowledge of municipal government process
- Knowledge of supervision and management
- Ability to prepare financial reports and analysis
- Computer skills: Word, Excel, Adobe, and UAN preferred

**Equipment Used:**

- Includes but not limited to computers, calculators, copier, printer, postage machine, scanner

**Physical Demands:**

- Sits at desk or other work areas, communicates with the public either in person, via letter, email, or phone, and operates office equipment as indicated above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions

**Selection Guidelines:**

- Formal application, rating of job experience, oral interviews, successful completion of reference, credit and social media checks, and related testing may also be required

**The duties listed for this position are intended only as guidelines and illustrations of the various types of work that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and the requirements of the position change.**