

FISCAL OFFICER JOB DESCRIPTION

Principle Duties: Assures that all financial operations, HR and payroll are carried out in accordance with applicable statutes of the State of Ohio, the policies of the Auditor of State and sound financial practices, records and carries out policies and decision of the Mayor and village council.

Qualifications: A minimum of an associates' degree in accounting or related field. Commensurate experience may be considered in lieu of a degree, particularly experience in public finance administration.

Skills Required:

Preferred Bachelor's degree in accounting, business, finance, or related field

Comprehensive background in HR and benefits administration

Proficiency with Microsoft applications, excel, word

Strong interpersonal and communication skills

Demonstrated ability to lead

Excellent organizational and time management skills

Strong work ethic

Familiarity with computerized accounting systems (UAN preferred)

Knowledge of Section 733.262 of the Ohio Revised Code

Process bi-monthly payroll using ADP Run

Ability to communicate effectively in both written and oral forms

Ability to work independently and exercise sound judgment

Typical Duties:

Responsible for overseeing the financial operations of the Village of Lithopolis. Follow all legal and procedural regulations for receiving and appropriating funds. Complete monthly bank reconciliations.

Maintain payroll and fringe benefits records. Prepare monthly reports for the Mayor and Village Council.

Attend bi-monthly Council meetings. Keep accurate minutes of meetings. Distribute Council packets.

Works directly the Mayor on annual budget. Provides reports to Mayor to assist implanting budget as approved.

Prepare and file all reports to Bureau of Workman's Comp/OPERS and OP&F.

Prepare all Purchase Orders for purchases made within the Village.

Other duties as arise.

Job Classification:

Full-time, FLSA Exempt, \$18.81 per hour per ordinance