



JOB POSTING: Full-Time Fiscal Officer

PAY RANGE: \$24-\$34 per hour plus benefits including 100% paid medical

HOURS: Monday-Friday 8am-4:30pm plus a few evening meetings per month

DIRECT SUPERVISOR: Mayor

MANAGEMENT POSITION: No

Licensure or Certification Requirements:

Valid Ohio driver's license and must be bondable

Essential Functions of the Position

1. Performs, coordinates, monitors and manages a variety of fiscal management and control duties (prepares budget data, prepares revenue and expense projections, prepares payroll, maintains investments).
2. Prepares and maintains various fiscal and financial reports; studies and records; advises administrative officials on fiscal and budgetary matters (processes; daily receipts, deposits and banking. maintains depository agreements; prepares revenue and expense reports; check registers; conducts monthly reconciliation of bank statements).
3. Prepares and manages personnel data (employee records, personnel files, sick leave and vacation); maintains insurance and Bureau of Worker's Compensation records; prepares year-end reporting including W-2s and 1099 forms; prepares employee reports including OPERS, Ohio Police and Fire Pension Fund and Ohio Department of Job and Family Services data.
4. Attends and records all the proceedings of regular, special and/or committee meetings of village and other boards and commissions, including council and committee meetings as requested by the mayor.
5. Maintains an accurate and complete record of village proceedings and maintains custody of all laws, ordinances, resolutions and other official documents of the village (publishes, files, indexes and cross-references).
6. Assists members of the public with inquiries and information within the Fiscal Officer's department or connects members of the public to appropriate Village official.
7. Maintains required licensure, certification and continuing education.
8. Demonstrates regular and predictable attendance.

Other Duties and Responsibilities which may be assigned:

1. Maintain utility customer account records (enters meter readings; generates customer utility bills; receives and enters payments; generates turn-off notices; generates re-read work orders for suspect meter readings, etc.).
2. Maintain hall rental applications, manage rental calendar, collect rental payments, issue refunds and coordinate key pick-up and drop-off.
3. Perform other related duties as assigned by the Mayor.

Qualifications You Should Have:

A combination of training and work experience which indicates the possession of the knowledge, skills and abilities needed for this position, such as: prior experience in bookkeeping and clerical work, preferably in a government or business office - an accounting degree - knowledge of Village policy and procedures - experience with UAN (Uniform Accounting Network) - experience overseeing a large budget - experience with public records requirements - experience running payroll - proficient with the Google suite of products - experience preparing and presenting financial reports - customer service experience - experience taking meeting minutes - strong written and oral communication skills

Who You Are:

An organized, numbers person who enjoys routine, and a little unknown here and there. You understand the scope of the Fiscal Officer role and you represent it with integrity and discernment in everything you do. You have an eye for detail and you find satisfaction in a job well done. You collaborate well with others and prioritize what is best for the Village. You recognize all representatives of the Village are part of a team, who experience both success and failures together. You are honest, helpful and can take constructive criticism. You have the confidence to clearly present information. You accept direction and are not easily offended. You are able to handle hostile or upset members of the general public. You are friendly and enjoy public relations opportunities. You understand the importance of effective working relationships.

Qualified candidates should submit a cover letter and resume to Mayor Brenda Norris at mayor@crestonvillage.org.