

Fiscal Officer

Position Description

Class Title: Fiscal Officer

Department: Administration

Location: Village Hall

GENERAL PURPOSE

The fiscal officer is responsible for the financial planning and management of all finance issues for the Village of New Richmond. This includes directing and controlling all village financial functions including but not limited to general accounting and financial reporting systems, annual village budget preparation, cash/investment management, payroll, personnel and human relations compliance, employee records, debt management, bond compliance and the associated software systems for each area of responsibility. Full compliance with generally accepted accounting principle and other accounting practice as defined by Ohio statute. This position shall maintain, in accordance with state and local law.

The Fiscal Officer serves as a team member with the management leadership of Village Administration, Mayor and Council. At times the Fiscal Office will be required to interact with State Officials and non-village officials.

SUPERVISION RECEIVED

Works under the close supervision of the Village Mayor and Council.

SUPERVISION EXERCISED

Clerical

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attend meetings as requested
- Develop, with assistance of the Mayor, Village Administrator and Council operating and capital budgets.
- Establish and maintain the financial records of the village.
- Exhibit accurate statements of all monies received and expended
- Maintains records of all monies received and disbursed and applicable accounts receiving or disbursing funds
- Receive and document all funds received from the County Treasurer including Taxes levied and assessments made and certified to the County Auditor
- Document monies received from persons authorized to collect or required to pay them, accruing to village from any judgment, fines,, penalties and forfeitures in Mayor's Court
- Maintain records of debts due and payable by the village
- Complete biweekly payroll and other associated disbursements
- Provide monthly, quarterly and annual reports regarding the financial condition of the

village to the Mayor, Council, and Department Heads

- Serve as payroll administrator for the village, issuing payroll as appropriate and maintaining all associated records of hours charged or paid including associated disbursements such as pensions and other benefits
- Manage all accounts payable and receivable processes to ensure the proper payment of all invoices
- Any and all other duties and functions as provided by the laws of the State of Ohio and well as other ordinance and resolutions enacted by the Council of the Village of New Richmond

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent with course work in accounting/bookkeeping.
- (B) Knowledge of UAN account system desired
- (C) Background with various software

TOOLS AND EQUIPMENT USED

Personal computer system, including word processing and specialized court software: calculator; typewriter; phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties 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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.