



Hiring For: Fiscal Officer

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

- *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
- *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

Education and Experience:

(A) Graduation from high school or GED equivalent with course work in accounting/bookkeeping.

(B) Knowledge of UAN account system is a plus.

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

Job duties are subject but not limited to.

Pay is Based on Experience

Please email your resume to me at:

Ksnider@NewRichmond.Org

You can also mail it to 102 Willow Street, New Richmond OH 45157.

The Village is an EEO