

## **Job Description**

### **Fiscal Officer – Village of Mantua, Ohio**

#### **Job Description:**

1. The Fiscal Officer position is full time with hourly wage based upon qualifications and experience. The Fiscal Officer of the Village performs all the tasks required of the Clerk-Treasurer of an Ohio statutory Village. The Fiscal Officer will work under the supervision of the Mayor and will be responsible for day to day operations of the Village finances. The Fiscal Officer will have oversight responsibility as well as the ability to perform all financial functions relating to the governance of the Village of Mantua. These include receiving and depositing funds that are received by the Village; all payroll functions which includes preparing and signing all checks for payments and payrolls; maintaining personnel files; preparing and distributing monthly, quarterly and annual reports as required by law or any reports requested by Council or the Mayor; providing information to Council on future revenue and expenditures; supervising any personnel assigned to the Fiscal Officer; performing all tasks related to the Clerk of Council, including maintenance of records of proceedings, maintenance of all Ordinances and Resolutions, and notifications of regular or special meetings and attendance at all Council and assigned Committee meetings. During the six month probationary period the Fiscal Officer will have regularly scheduled meetings with the Mayor, Council President and Village Administrator (or their delegate) and each will provide feedback on job performance.

#### **Skills Desired:**

1. Associates Degree in accounting, business, finance, or related field or any equivalent combination of education and work experience which indicate possession of the skills, knowledge and abilities to perform the duties of Chief Fiscal Officer;
2. Familiarity with computerized municipal accounting systems such as Uniform Accounting Network (UAN);
3. Knowledge of municipal government structure and process;
4. Knowledge of fundamental accounting procedures;
5. Knowledge of budgetary process;
6. Experience in HR and benefits administration ;
7. Proficiency with Microsoft applications, Excel, Word, Outlook, PowerPoint and PDF Exchange Editor;
8. Strong interpersonal and communication skills;
9. Ability to lead;
10. Excellent organizational and time management skills;
11. Strong work ethic; ability to work independently and exercise sound judgment;
12. Ability to prepare and present technical reports and financial analyses using Excel data graphing;
13. Knowledge of Section 733.262 of the Ohio Revised Code;
14. Ability to communicate effectively in both written and oral forms;
15. Excellent customer service skills.

**Duties:**

1. Receiving and depositing of village funds;
2. Preparing all purchase orders;
3. Preparing and signing of all checks for payment and payroll;
4. Serve as primary point of contact with Regional Income Tax Agency (RITA);
5. Preparing and distributing monthly, quarterly and annual reports;
6. Balancing all financial records and bank statements for Village and providing monthly reports to Council;
7. Performing all tasks related to the Clerk of Council including maintenance of all records;
8. Publishing notifications of regular or special meetings and attendance at all meetings;
9. Maintaining personnel files including records of payroll and all benefits;
10. Maintenance of all Ordinances and Resolutions;
11. Assisting the state auditor at all audits;
12. Preparing and filing all reports to Bureau of Workers' Comp, OPERS and any other required;
13. Working with the Mayor and all department heads in preparation of annual budget and presenting the annual budget to the Council for review;
14. Maintaining purchasing policy;
15. Assisting all committees or other personnel as needed;
16. Other duties as required.

**Hours:**

All hours worked shall be at the Mantua Village Hall (no off-premises work) between the hours of 8:00 am and 4:00 pm, Monday through Friday, except for evening meetings of Village Council or its committees which are also required of the employee.

**Benefits:**

Initial Salary range \$20.00 - \$28.00 hourly dependent on skills and qualifications.

**Selection Guidelines:**

Resume and letter of interest, rating of education and experience, oral interviews and reference check. Job related testing may also be required.

The duties listed above 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 position of Fiscal Officer is an "at will" position, and this job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.

Submit letter of interest and resume to [mantuamayor@sbcglobal.net](mailto:mantuamayor@sbcglobal.net) or Mayor Linda Clark, Village of Mantua, P. O. Box 775, Mantua, Ohio 44255. Applications will be accepted until July 13, 2022.