



219 Chestnut Street Swanton, Ohio 43558  
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[www.villageofswantonohio.us](http://www.villageofswantonohio.us)

## Position Title: Fiscal Officer

Department: Finance

Position Reports to: Village Administrator

Immediate Subordinates: Administrative Assistant I & II

### Position Function

Under general direction, this position is responsible for the supervision of the Administrative Assistants as well as is the keeper of the Village's records and oversees and safeguards the Village's funds

### Job Responsibilities

- Serves as Chief Financial Officer, Clerk of Village Council, Human Resource Officer, and Village Tax Administrator
- Collects and disburses the monetary resources of the Village
- Keeps accurate statements of all money received and expended by the Village
- Keeps records of all taxes and assessments
- Develops operating and capital budgets
- Ensures that the amount set aside for any appropriation is not overdrawn or used for other than the proper purpose
- Certifies to the County Auditor, at the beginning of each fiscal year, all available sources for expenditure for each fund
- Keeps records of all of the Village Council's proceedings and all rules, bylaws, resolutions and ordinances passed or adopted
- Sets up and maintains confidential and sensitive department files
- Maintains human resources information (i.e. training, certifications, wage increase, etc.)
- Attend meetings of Village Council and Finance Committee
- Attends training, workshop, and seminars related to the essential functions of the position as directed by the Village Administrator.
- Performs other related duties as assigned

### Physical Requirements

Job requires incumbent to regularly required to sit, walk and stand; talk or hear, both in

person and by telephone; use hands repetitively to handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Vision abilities include close vision, color vision, and the ability to adjust focus.

#### Required Skill Set

##### *Occupational/Technical Skills*

Ability to use spreadsheet, database, word processing and selected job-specific software

Knowledge of accounting and finance principles

Must maintain a valid Ohio Driver's License and have the ability to drive

##### *Administrative Skills*

Ability to plan, organize, assign, and direct work of staff

Ability to analyze and resolve situations and problems

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to set goals and develop strategies and schedules for meeting them

Ability to handle multiple priorities and projects

Ability to process paperwork effectively

Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Knowledge of filing methods and records management techniques

Ability to anticipate problems and develop alternative strategies for goal completion

Ability to adequately allocate resources to meet objectives

Ability to keep clear and accurate records and reports

##### *Cognitive Skills*

Ability to interpret a variety of technical information with abstract and/or concrete variables

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to interpret complicated policies, procedures and protocols

Ability to apply mathematical concepts such as ratios, proportions, probability factors and statistical inference

Ability to draw accurate conclusions from financial and numerical material

Ability to apply financial principles and numerical techniques to management problems

Knowledge of budgetary principles and practices

Ability to create and readily draw on a large pool of diverse sources of information

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

##### *Communications Skills*

Ability to let people know of decisions, changes, and other relevant information in a timely fashion  
Ability to speak effectively one-to-one  
Ability to speak effectively before groups and to respond to questions  
Ability to demonstrate attention to and convey understanding of the comments or questions of others  
Ability to use appropriate style, format, and tone in informal and formal business communications  
Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary  
Ability to prepare clear and concise reports, correspondence and other written materials

#### *Interpersonal Skills*

Ability to use tact and discretion  
Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors  
Ability to deal courteously and diplomatically with the general public  
Ability to maintain issue confidentiality  
Ability to instruct and train

#### *Leadership Skills*

Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals  
Knowledge of administration and supervision of staff and activities  
Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals  
Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently  
Ability to establish effective controls, ensuring that employees have necessary resources and authority  
Ability to select and evaluate employees  
Ability to provide performance feedback Ability to facilitate professional growth

#### Description of Working Conditions

Work is typically performed in an office setting and is subject to pressure from deadlines. Night meetings are common.

#### Experience and/or Educational Requirements

High school diploma or equivalent; two-year associate degree in accounting or finance preferred; seven to ten (7-10) years progressive accounting or finance experience including senior level administration and clerical support; valid Ohio Driver's License; or any

combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

VILLAGE OF SWANTON, OHIO

EMPLOYEE

By: \_\_\_\_\_

Rosanna V. Hoelzle  
*Village Administrator*

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_