

**Position Title:** Fiscal Officer

**Department:** Finance

**Position Reports to:** Village Administrator

**Job Responsibilities**

- Serves as Village Fiscal Officer per Ohio Revised Code 733.262, Clerk of Village Council, 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
- Invest Village funds as described in Investment Policy
- 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
- Prepares annual Financial Statements in accordance with Ohio Auditor of State regulations
- Prepares bi-weekly payroll for all Village employees, related withholdings and annual filings as required.
- 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 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

**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; 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: \_\_\_\_\_  
Shannon Shulters  
*Village Administrator*

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

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

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