



219 Chestnut Street Swanton, Ohio 43558
P: 419.826.9515 | F: 419.825.1827
www.villageofswantonohio.us

January 25, 2023

Spanning two counties, the Village of Swanton honors its rich history and is committed to the future of this vibrant community, of more than 3,800 people, by providing a high level of service to its residents. Located within the Toledo metro area, the Village is the best of both worlds: close to amenities of a bigger city while maintaining a small-town feel. The Village of Swanton is a general statutory village with an elected Mayor and Council as well as a full-time Village Administrator who carries out the day-to-day administrative operations.

Fiscal Officer

The Village of Swanton, Ohio is seeking a qualified individual for a full-time Fiscal Officer position. This is an appointed position, entails the duties of a Village Fiscal Officer per the Ohio Revised Code, and reports to the Village Administrator. The Finance Officer must have strong communication skills, willingness to work with the general public, as well as, technical knowledge of governmental accounting and payroll. Experience with capital asset and debt management as well as governmental investments and budget formulation is highly preferred. The Village of Swanton uses the Uniform Accounting Network (UAN) created by the Auditor of State's office and therefore experience with UAN is highly preferred. Complete job description, including qualifications, may be obtained online at www.villageofswantonohio.us or email admin@villageofswantonohio.us. Please send a resume, with cover letter and three professional references, to Shannon Shulters, Swanton Village Administrator, 219 Chestnut Street, Swanton, Ohio 43558. Position open until filled. EEO.

FULL TIME EMPLOYEE BENEFITS

Ohio Public Employees Retirement System

Medical & Prescription Insurance

(Employee to pay 10% of premium)

Two plan options with either a reimbursable benefit or a H.S.A. deposit by employer

Dental and Optical Insurance

(Employee to pay 100% of premium)

\$1,000 Prescription reimbursement per Year (Restrictions apply – See Employee Handbook)

\$50,000 Life Insurance Policy

\$200 per Week Loss of Time Benefit (DISABILITY)

24 Hours of Personal Leave Annually

Sick Leave Accrual*

**With official letter from said entity, Village will honor up to 960 hours of sick from previous employment accrual*

Vacation**:

40 Hours – 1 Year of Full-Time Service

80 Hours – 2 to 7 Years of Full-Time Service

120 Hours – 8 to 14 Years of Full-Time Service

160 Hours – 15 or More Years of Full-Time Service

***Village of Swanton will honor previous years of service in an Ohio public retirement system*