

FISCAL OFFICER

Reports to: Mayor

General Purpose:

Under the general direction of the Mayor, the Fiscal Officer is responsible for the day to day planning, directing, supervising and coordination of all operational activities of the office of Fiscal Officer.

Minimum Qualifications:

Associate's Degree in finance or accounting and progressive responsibility in public sector finance management, or an equivalent combination of education, training and work experience which indicates possession of the knowledge, skills and abilities listed below. Knowledge of municipal income tax collection, payroll, state and local taxes and finance with municipal software computer programs is desirable.

Duties and Responsibilities:

Village Fiscal Officer shall have those powers, duties and functions as provided by the general laws of the State of Ohio; and in addition he/she shall have the following powers, duties and functions:

- Preparation of monthly Bank Reconciliations and monthly Budget Reconciliations.
- Recording and Preparing of the minutes of all Village Council Meetings, including duties of Clerk of Council.
- Keeping and recording of all Village legislation.
- Preparation of the recommendation for the Annual Budget and Appropriations.
- Preparation of the Annual Tax Budget for the Erie County Auditor.
- Monitoring of the Annual Budget, Appropriations and Estimated Resources.
- Preparation of the Village payroll including but not limited to all withholding responsibilities.
- Preparation of and distribution of employee forms W2.
- Preparation of and distribution of 1099 MISC and 1099 NEC Forms.
- Monitoring of and securing all Village insurance coverage.
- Receiving and depositing all revenues and the proper bookkeeping thereof.
- Knowledge of Accounts Receivable and Accounts Payable.
- Signatory for all banking transactions.
- Proper management of investments.
- Attendance at all Village Council Meetings, Special Council Meetings, Work Sessions, Finance and Utilities Meeting and any others as required.
- Management of Advertising needs of Village Council and Committees.
- Preparation of monthly Financial Summary.
- Knowledge of General Accepted Accounting Practices in finance and accounting.
- Certifies all Purchase Orders.

- Assigning of all Warrants, Vouchers, Checks and Contracts for payment of monies.
- In charge of Records Requests and Retention.
- Responsible for both the General Fund and Street Levy Fund Tax Levies.
- Performs various other related duties as needed/or required including assistance with other Village departments as may be required.