

VILLAGE OF FORT RECOVERY

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title: Assistant Fiscal Officer/ Utility Clerk **Position Title:** Assistant Fiscal Officer/ Utility Clerk

Dept./Division: Administration
Reports To: Village Administrator

Employment Status: Full-Time
FLSA Status: Non-exempt

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

1. High school diploma or general education degree (GED).
 2. Associate's degree in Accounting, Finance, Public Administration, or related field preferred.
 3. Experience with financial management, billing, and payroll administration.
 4. Familiarity with Ohio municipal finance laws and procedures preferred.
 5. Must possess a valid Ohio driver's license.
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GENERAL DESCRIPTION:

Under general supervision, the Assistant Fiscal Officer/ Utility Clerk is responsible for record-keeping, utility billing, and assisting the Fiscal Officer of the Village of Fort Recovery. This role includes municipal accounting functions, including payroll, budgeting, and financial reporting. The Assistant Fiscal Officer/Utility Clerk ensures compliance with Ohio laws and regulations governing municipal finance and works closely with village leadership, auditors, and the public.

ESSENTIAL JOB DUTIES:

1. Assists the Fiscal Officer with all village financial operations including accounts payable, accounts receivable, general ledger, and reconciliation.
 2. Assist with preparing monthly, quarterly, and annual financial reports and annual budget preparation.
 3. Oversee and executes the full cycle of utility billing: billing, collections, adjustments, and customer inquiries.
 4. Deliver outstanding and friendly customer service to residents regarding inquiries, concerns, and disputes in person, on the phone, or through email correspondence.
 5. Upload meter reads, review exception reports, research inconsistencies in water accounts, coordinate all required meter reads, notify customers regarding problems with meters.
 6. Handle electronic and automated payment options, including direct debit and online payments; handle requests for e-billing paperless options
 7. Set up and manage payment arrangements, coordinate disconnection of the water service process due to non-payment; coordinate scheduling of final meter readings and set up new water service requests.
 8. Administers payroll functions including employee time tracking, paycheck processing, tax filings, and related reporting.
 9. Ensures compliance with local, state, and federal financial regulations and reporting standards.
 10. Assists with external auditors and prepares required audit documentation.
 11. Attend monthly Park Board meetings and record meeting minutes.
 12. Update Village website and social media pages.
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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Skill in:

- Public interaction and customer service
- Attention to detail and accuracy in financial management
- Oral and written communication
- Modern Office Practices including social media and web site updates
- Microsoft Office (Excel, Word, Outlook)

Ability to:

- Maintain accurate records and prepare financial reports
- Handle confidential information with discretion
- Establish and maintain effective working relationships with other employees, officials, and the public.
- Work independently and collaboratively
- Prioritize tasks and meet deadlines
- Interpret and apply relevant financial laws and procedures

Ability to become efficient in:

- Municipal accounting principles and practices
 - Utility billing systems and software
 - Payroll systems and tax regulations
 - Budget development and fiscal management
 - Ohio Sunshine Laws and records retention practices
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WORKING CONDITIONS:

- Primarily office-based with extensive computer use
 - Occasional evening meetings
 - Interacts with staff, residents, and government officials
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PERFORMANCE EVALUATION:

Performance will be evaluated by the Village Administrator based on job knowledge, accuracy of financial records, responsiveness, and professionalism.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent who will be required to follow other instructions and perform any duties required by the position's supervisor, Village Administrator, Mayor, or designee.

Approved by Mayor or Designee

Date

Employee Signature

Date