**Dept./Division:** Administration **Employment Status:** Full-Time

**Reports To:** Village Administrator **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. Bachelor’s degree in Accounting, Finance, Public Administration, or related field preferred.
3. Experience with municipal financial management, utility billing, and payroll administration.
4. Familiarity with Ohio municipal finance laws and procedures preferred.
5. Must possess a valid Ohio driver's license.

**GENERAL DESCRIPTION:**

Under administrative direction, the Fiscal Officer is responsible for the financial management, record-keeping, utility billing, and fiscal accountability of the Village of Fort Recovery. This role oversees municipal accounting functions, including payroll, budgeting, and financial reporting. The Fiscal Officer ensures compliance with Ohio laws and regulations governing municipal finance and works closely with village leadership, auditors, and the public.

**ESSENTIAL JOB DUTIES:**

1. Manages all village financial operations including accounts payable, accounts receivable, general ledger, and reconciliation.
2. Prepares monthly, quarterly, and annual financial reports; assists in annual budget preparation.
3. Oversees and executes the full cycle of utility billing: meter reads, billing, collections, adjustments, and customer inquiries.
4. Administers payroll functions including employee time tracking, paycheck processing, tax filings, and related reporting.
5. Ensures compliance with local, state, and federal financial regulations and reporting standards.
6. Serves as liaison with external auditors and prepares required audit documentation.
7. Attends Village Council meetings and prepares financial summaries as needed.
8. Maintains financial records, ledgers, resolutions, contracts, and meeting minutes.
9. Assists in grant applications, administration, and reporting.
10. Manages local income tax processes in coordination with appropriate agencies.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

* 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

**Skill in:**

* Use of accounting and utility billing software
* Attention to detail and accuracy in financial management
* Oral and written communication
* Public interaction and customer service
* Microsoft Office (Excel, Word, Outlook)

**Ability to:**

* Maintain accurate records and prepare financial reports
* Handle confidential information with discretion
* Work independently and collaboratively
* Prioritize tasks and meet deadlines
* Interpret and apply relevant financial laws and procedures

**WORKING CONDITIONS:**

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

**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.

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Approved by Mayor or Designee Date

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Employee Signature Date