

Clay Township, Montgomery County Ohio is seeking a Fiscal Officer with exceptional accounting and management skills. A Township Fiscal Officer manages the finances of a township, including accounting for all transactions, preparing and managing the budget, and ensuring compliance with legal requirements. The Fiscal Officer also maintains records of the township's financial affairs and the proceedings of the township board of trustees. The candidate will need to possess and demonstrate excellent knowledge and proficiency in Financial Revenue and Expenditure Management, Budgeting, Payments, Maintaining records and meeting proceedings, Compliance, and Auditing.

SKILLS AND QUALIFICATIONS REQUIRED

- Modern office principles, procedures, and practices as well as their application
- Microsoft Word and Excel
- Laws and procedures associated with the handling of confidential information
- Operation of office equipment, including computers, copiers, and fax machines
- Type and enter data with speed and accuracy
- Prepare clear and accurate reports
- Maintain complex filing system, including sensitive information requiring confidentiality
- Maintain high level of confidentiality, use discretion when dealing with sensitive issues
- Understand and follow complex oral and written instructions and carry them out independently
- Communicate orally and in writing and exercise diplomacy in contentious situations
- Work effectively alone or as a member of a team
- Schedule work load and prioritize assignments
- Exercise good judgment, initiative and resourcefulness in dealing with the public
- Communicate effectively with community leaders, coworkers and other professionals
- Work effectively under stress and with changing priorities
- Learn applicable Township rules and regulations
- Exercise sound judgment in evaluating situations and in making decisions

Education/Experience:

- High School diploma or GED equivalent
- Knowledge of accounts payable/receivable and payroll functions through education or experience
- Two or more years of progressively responsible office experience of a clerical or administrative nature with a preference for municipal experience
- Notary public license, desired
- Knowledge of UAN accounting system, desired

Other Requirements:

- Must be 18 years of age or older, possess a valid Ohio driver's license
- Must be legally permitted to work in United States
- Proof of citizenship and/or eligibility to legally work in the United States
- Felony convictions and disqualifying criminal histories are not allowed
- Must pass pre-employment background and credit checks
- Must pass pre-employment physical, drug and alcohol screenings
- Must be bondable

Base compensation for this position is \$24,675 - \$26,417 annually set forth by ORC 507.09. Position has medical/dental/vision/life insurance and HSA benefits. Normal work week varies from 25-32 hours.

Interested candidates must complete an application available at claytownshipoffices.com.

Applications shall be accompanied by a cover letter and current resume. Applications can be emailed to ahowell@clayohio.org and must be received by 06/10/2025.