Fiscal Officer and Clerk Job Description

Northern Shelby County Joint Ambulance District

Reports to: District Board of Trustees

Position Summary

The Fiscal Officer serves as the District's chief fiscal officer and clerk, responsible for maintaining financial records, processing revenues and payments, administering payroll, and coordinating required financial reporting. The position also provides administrative support to the Board of Trustees, coordinates meetings and agendas, maintains official records, and manages the District's social media communications.

Financial Management and Accounting

- Maintain complete and accurate financial records using the Uniform Accounting Network (UAN) or other accounting software approved by the Board.
- Receive, record, and deposit District revenues, including tax distributions, ambulance service receipts, grants, donations, and other income.
- Review invoices, prepare payments, and maintain supporting documentation in accordance with applicable law, approved appropriations, and District policies.
- Prepare purchase orders, fiscal certifications, and other documents necessary to authorize and account for expenditures.
- Reconcile bank accounts monthly and monitor fund balances, outstanding obligations, and cash flow.
- Prepare regular financial reports for the Board, including receipts, expenditures, available balances, and budget comparisons.
- Assist the Board in preparing the annual budget, appropriations, amendments, and required submissions to county and state offices.
- Coordinate with the District's ambulance billing provider to reconcile receipts and resolve financial discrepancies.
- Maintain financial records for grants, contracts, capital purchases, and debt obligations.
- Prepare and submit required annual financial reports and coordinate with auditors during financial audits.

Payroll and Personnel Records

- Process payroll using approved time records, pay rates, and personnel actions.
- Maintain payroll records and administer applicable deductions, withholding, retirement contributions, and benefit payments.
- Prepare and submit required payroll tax returns, retirement reports, and year-end employee tax documents.
- Maintain confidential personnel and benefit records as assigned.

Board and Administrative Support

- Prepare meeting agendas in coordination with the Board President and appropriate District personnel.
- Assemble and distribute meeting packets, financial reports, resolutions, and supporting materials.
- Schedule regular and special meetings, arrange meeting locations, and coordinate required notices.
- Attend Board meetings, record minutes, and maintain the official record of Board actions.
- Prepare correspondence, reports, and other administrative documents as directed.
- Maintain organized records of minutes, resolutions, contracts, policies, insurance documents, and other official District business.
- Assist with public records requests and records retention in accordance with applicable requirements and District policies.
- Coordinate administrative communication among Board members, District personnel, participating communities, vendors, and government agencies.

Public Information and Social Media

- Maintain the District's official social media accounts.
- Prepare and publish approved meeting notices, District updates, public announcements, recruitment information, and community education materials.
- Coordinate content with the Board President and District leadership to ensure accuracy and consistency.
- Monitor incoming messages and direct questions or concerns to the appropriate District representative.
- Protect confidential patient, personnel, and financial information in all public communications.

Other Responsibilities

- Complete required training and maintain knowledge of applicable accounting, reporting, public records, and meeting requirements.
- Maintain the bond required for the position.
- Perform other related fiscal and administrative duties assigned by the Board.

Qualifications

- Experience in accounting, bookkeeping, payroll, or public financial administration.
- Knowledge of government fund accounting, budgeting, and financial reporting; experience with Ohio local government accounting and UAN preferred.
- Strong organizational skills, attention to detail, and ability to meet recurring deadlines.
- Proficiency with accounting software, spreadsheets, word processing, email, and social media platforms.
- Ability to prepare clear reports, correspondence, agendas, and meeting minutes.
- Ability to exercise sound judgment, protect confidential information, and communicate professionally with officials, employees, and the public.
- Ability to obtain and maintain the required bond.

Working Conditions

The position requires regular coordination with District leadership and attendance at Board meetings, including evening meetings. Work hours must accommodate payroll schedules, financial reporting deadlines, audits, and other District business.