

JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO

TEMPORARY / INTERIM FISCAL OFFICER

Jefferson Township is seeking a qualified and experienced professional to serve as Temporary/Interim Fiscal Officer during an extended leave of absence. This position is responsible for maintaining the Township's financial operations and ensuring compliance with applicable Ohio laws and regulations.

This is a temporary appointment expected to continue until the return of the current Fiscal Officer or until further action by the Board of Township Trustees.

ESSENTIAL DUTIES

- Maintain all Township financial records and accounts.
- Process accounts payable and payroll.
- Prepare monthly bank reconciliations and financial reports.
- Manage appropriations, revenue tracking, and budget monitoring.
- Prepare and submit reports required by the State of Ohio and other governmental agencies.
- Attend Board of Township Trustee meetings and provide fiscal reports.
- Coordinate with auditors, legal counsel, banks, and government agencies.
- Maintain records in compliance with Ohio Revised Code requirements.
- Assist with appropriations, amended certificates, transfers, and fund accounting.
- Administer OPERS, payroll tax filings, and related reporting requirements.
- Perform other duties necessary to maintain continuity of Township operations.

MINIMUM QUALIFICATIONS

- Experience as an Ohio Township Fiscal Officer, Deputy Fiscal Officer, Municipal Finance Officer, Government Accountant, or similar governmental finance position.
- Knowledge of Ohio Revised Code requirements governing township finances.
- Experience with UAN accounting software preferred.
- Experience processing payroll and accounts payable.
- Strong knowledge of governmental fund accounting and budgeting.
- Ability to maintain confidentiality and exercise sound professional judgment.
- Bondable and eligible to serve in a public fiscal capacity.

PREFERRED QUALIFICATIONS

- Current or former Ohio Township Fiscal Officer.
- Experience with levy funds, grants, capital projects, and public-sector budgeting.
- Experience preparing annual financial reports and working with state auditors.

COMPENSATION

Compensation will be based on qualifications, experience, and availability.

APPLICATION PROCESS

Interested candidates should submit a resume, cover letter, and references detailing their governmental finance experience.

Applications will be accepted until the position is filled.

Jefferson Township is an Equal Opportunity Employer.

Interim Financial