

POSITION DESCRIPTION

Revised XX/XX/2023

TITLE: FISCAL OFFICER

DEPARTMENT: Administrative

CLASSIFICATION: Full-Time, FLSA EXEMPT

SUPERVISION RECEIVED: Worked under the supervision of the Village Administrator

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES REQUIRED BY LAW:

1. Perform all duties provided by law for the Fiscal Officer / Clerk of Council / Income Tax Administrator / Records Clerk / Treasurer
2. Attend all meetings of the legislative authority and keep record of its proceedings, rules, bylaws, resolutions, and ordinances.
3. Keep the financial records of the Village.
 - a. Keep a record of all revenues collected by the Village of Genoa
 - b. Keeps a record of each department of the Village showing appropriations made to the department and checks drawn against each department.
 - c. Require invoice prior to payment of purchase.
4. Employee bonds filed with Fiscal Officer.
5. Initiative and Referendum Petitions filed with Fiscal Officer and certified copy of Ordinance sent to Board of Elections.
6. Notice to be given by Fiscal Officer when vacancies in office occur.
7. Notice to be given by Fiscal Officer when changes in boundaries or annexation occur.
8. Village Official charged with the duty of maintaining all Village records and preservation of permanent records and official records requests.
9. Member of Records Commission.
10. Auditing Accounts:
 - a. Examine and audit accounts of all offices and departments.
 - b. Prescribe the form of accounts and reports to be rendered.

- c. Prescribe the form and method of keeping accounts by all other departments.
11. Prepare and publish the Annual Financial Report of the Village of Genoa.
12. Close and balance all funds and accounts at the end of each month.
13. Prepare statements showing previous balance, receipts and expenditures for the current month and balances as of the last day of the month for all Village funds and provide copies to the Mayor, Council, and Village Administrator.
14. Attend bid openings.
15. Invest Village money as outlined in the ORC and have written investment policy on file with Auditor of State.
16. Maintain Investment Ledger.
17. Certification of Availability of Funds.
18. Publication of Ordinances and Resolutions.
19. Authentication / Certification of Documents.
20. Maintain membership rosters for Council and for all boards, commissions, and committees.
21. Certify assessments to the County Auditor.
22. Fiscal Officer works directly with the Regional Income Tax Agency (RITA) to maintain and ensure all Municipal and Individual Income Tax filed on behalf of the Village of Genoa is collected and then recorded in the UAN system.
23. Verify income tax collections with Regional Income Tax Agency (RITA)
24. All other fiscal duties required by law.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

PAYROLL:

1. Process bi-weekly payroll including reports and withholding deductions.
2. Maintain sick leave, vacation, and personal leave records.
3. Prepare monthly retirement reports.
4. Prepare monthly, quarterly, and year-end payroll reports.
5. Balance, proof, and print W-2's and prepare related reconciliation forms and transmittals.

FINANCE:

1. Prepare pay in orders and maintain revenue ledgers and cash journal.
2. Prepare bank deposits for fiscal officer's office and take deposits to the bank for the Fiscal Officer's office.
3. Process purchase order requisitions and process and certify purchase orders.
4. Process accounts payable and maintain appropriation ledgers and cash journal.
5. Figure estimated revenue for all funds.
6. Figure temporary and permanent appropriations for all funds.
7. Reconcile and balance bank accounts monthly.
8. Prepare and balance monthly reports.
9. Prepare mandated County Auditor budgetary reports.
10. Prepare quarterly state and federal reports.

OTHER DUTIES:

1. Maintain files on Village projects.
2. Maintain various files such as grant files, loan files, contract and agreement files, maintenance agreement files, deeds, easements, annexations, zoning amendments changes, vacation of streets and alleys.
3. Maintain a master list for each department of records destroyed.
4. Inventory of village owned equipment and maintain master list.
5. Procure titles and license plates for village vehicles.
6. Notification to insurance company for coverage on vehicles, buildings, and equipment, or changes in coverage.

HUMAN RESOURCES:

1. New employee orientation.
2. Process new employee forms.
3. Maintain personnel files (current & former employees) and employee computer master files.
4. Prepare quarterly Ohio Bureau of Employment Services (OBES) report.
5. Provide bank employment verifications.
6. Prepare PERS verification of earnings and contributions.

7. Process and certify workers compensation forms.
8. Prepare Office of Unemployment Compensation Request for Wage Information.
9. Prepare and certify the Employer Accounting of Member Compensation for OP&F.
10. Prepare and certify the Final Three Pay Periods PERS Retirement Deductions.
11. Prepare the employee medical insurance information for renewal.
12. Prepare the yearly Workers Compensation Report.
13. Prepare the yearly PERS Non-Contribution Report.
14. Prepare the yearly Ohio Civil Rights Commission Affirmative Action Progress Report.

PERIPHERAL DUTIES:

1. Composes types and edits a variety of correspondences, reports, memorandums, and other material requiring judgment as to content, accuracy, and completeness.
2. Purchases department supplies and materials.
3. Provide system back up according to the Uniform Accounting Network system requirements.
4. Handle maintenance calls on sound system, computer system, and other equipment in the fiscal officer's office.
5. Operates a motor vehicle to perform various functions as required.
6. May be requested to represent the Village at various conferences and meetings.

DESIRED MINIMUM QUALIFICATIONS:

1. Education and Experience:
 - a. A Bachelor Degree in Accounting, or related field, required.
 - b. Five (5) years experience in governmental cash basis fund accounting.
2. Necessary Knowledge, Skills, and Abilities:
 - a. Knowledge of governmental accounting theory, principles, and practices. The Village uses the Uniform Accounting Network (UAN) accounting system developed by the Ohio Auditor of State.
 - b. Knowledge of internal control procedures, bookkeeping and accounting procedures and systems, including computer applications.
 - c. Knowledge of governmental cash basis fund accounting,

- d. Knowledge of payroll, accounts payable, and accounts receivable functions.
- e. Knowledge of office automation and computerized financial applications.
- f. Knowledge of records management techniques.
- g. Knowledge of compliance with federal, state, and local laws and statutes governing municipalities.
- h. Skill in operating the listed tools and equipment
- i. Ability to prepare and analyze financial reports.
- j. Ability to maintain financial systems and procedures.
- k. Ability to perform mathematical computations.
- l. Ability to carry out assigned duties and projects to their completion.
- m. Ability to meet required deadlines and perform multiple tasks simultaneously.
- n. Ability to maintain effective working relationships with employees, village officials, and the public, and communicate effectively both verbally and in writing.

SPECIAL REQUIREMENTS:

1. Must be bondable.
2. Must be able to attend mandatory training as required by law.
3. Must have in your possession a valid State of Ohio driver's license not under suspension.

TOOLS AND EQUIPMENT USED: personal computer, including word processing and spreadsheet software, mainframe computer system, 10-key calculator, telephone, fax, copy machine, recording and transcribing machine.

PHYSICAL DEMANDS:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

2. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to handle or feel objects, tools, and controls and reach with hands and arms. The employee is occasionally required to walk.
3. The employee must occasionally lift and/or move up to thirty pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in the work environment is moderate.

SELECTION GUIDELINES:

1. Formal application, rating of education and experience, oral interviews and reference check, job related tests may be required.
2. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the fiscal officer's position.
3. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

WORK DAY HOURS:

1. The normal workday hours are from 8:00 AM to 4:00 PM.
2. Flex time may be considered for this position by the Village Administrator
3. The lunch time will be determined by the Village Administrator.
4. Lunch time will be one (1) hour.