

**VILLAGE OF PAYNE
VILLAGE FISCAL OFFICER
JOB DESCRIPTION**

STATEMENT OF DUTIES:

The Fiscal Officer is responsible for keeping the financial records, managing the finances and accounts, and developing the appropriations and budgets of the Village of Payne. In addition, the Fiscal Officer shall keep a precise and complete record of all proceedings of Council and have guardianship of all laws, ordinances and resolutions of Council.

SUPERVISION RECEIVED:

Works in collaboration with the Mayor and Village Council. Is appointed by the Mayor and approved by a majority vote of Village Council.

DUTIES AND RESPONSIBILITIES:

Note: This list is intended only to illustrate the various types of work that may be performed. Omission of specific statements does not exclude them from the position.

The Village Fiscal Officer (VFO) shall perform the following:

1. Attend meetings of the legislative authority of the Village.
2. Develop with the assistance of the Mayor, Council, Board of Public Affairs, Fire Chief and Emergency Medical Service Coordinator operating budgets.
3. Keep records of all the legislative authority's proceedings and rules, bylaws, resolutions, and ordinances passed or adopted.
4. Establish and maintain the financial records of the Village.
5. Exhibit accurate statements of all monies received and expended by the VFO, of all property owned by the Village and the income derived there from, and of all taxes and assessments.
6. Keep accurate record of all monies received by the VFO, showing the amount thereof, the time received, from whom, and on what account received; disbursements made, showing the amount thereof, the time made, to whom, and on what account paid; arrangement of journals so the amount received and paid on account of separate funds, or specified appropriations, shall be exhibited in separate accounts.
7. Demand and receive from the County Treasurer taxes levied and assessments made and certified to the County Auditor by Council for the Village and placed on the tax list for

collection; monies from persons authorized to collect or required to pay them, accruing to the Village from any judgment, fines, penalties and forfeitures and debts due the Village.

8. Provide monthly, quarterly and annual reports regarding the financial condition of the Village to the Mayor, Council, Board of Public Affairs and Department Heads in a timely manner. These reports may be those required by law or as requested by the Mayor, Council, Board of Public Affairs and Department Heads.
9. Process all financial transactions and provide financial reports required by Paulding County, the State of Ohio and the Federal Government.
10. Serve as the payroll administrator for the Village, issuing payroll as appropriate and maintaining all associated records of wages and deductions completed and certify payroll reports for authorized local, State and Federal agencies. Keeping fringe benefit and retirement records and filing the appropriate reports with State and Federal agencies.
11. Organize and manage the maintenance of equipment inventories.
12. Recommend and administer the Village's Group Life and Medical Insurance programs.
13. Recommend and administer the Village's Property and Liability insurance coverages.
14. Any and all duties and functions as proved by the laws of the State of Ohio with respect to the positions of Clerk and Treasurer, as well as any and all ordinances and resolutions lawfully enacted by the Council for the Village of Payne.
15. Scan and organize necessary documents for auditing purposes
16. Assist with Grants including financial reporting, progress tracking and final steps for completion

MINIMUM QUALIFICATIONS:

1. An Associates or Bachelors Degree from an accredited college or university in Accounting, Business or Finance or an equivalent combination of work experience.
2. Aptitude for and proficiency in computerized accounting procedures. Experience with the State Auditor of Ohio's Uniform Accounting Network is preferred but can be taught
3. Have the ability to work weekday hours, to be able to communicate, deliver, or pickup needed materials from County Officials, Village Employees, and Village Solicitor.
4. Takes an Oath of Office.
5. Meet all prerequisite qualifications to be bonded.

6. Have a valid State driver's license.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

The Village Fiscal Officer must:

1. Have working knowledge of accounting and computer operations
2. Be able to define problems, collect data, establish facts and develop valid conclusions.
3. Develop and submit meaningful, concise and accurate reports.
4. Strong oral and written communication skills and the ability to clearly explain complex issues to a variety of personnel and the public.
5. Excellent interpersonal skills , including the ability to work with the Mayor, Council, Board of Public Affairs and Department Heads in accomplishing the public administration goals of the Village.

WORK ENVIRONMENT:

Exposure to the following conditions may range from remote to frequent based on a variety of factors and changing circumstances.

1. Work cooperatively with others.
2. Duties may require occasional work during the evening and/or weekend.
3. Work under stress to meet schedules and deadlines.
4. Duties may require extended time using a computer keyboard and calculator.
5. Considerable telephone contact and paperwork are required.
6. Duties will require operation of a vehicle.
7. Interaction with agitated or upset individuals.

This is a brief summary of job and may not list all possible duties that may be associated with the position.

