

VILLAGE OF ALEXANDRIA, OHIO

POSITION DESCRIPTION

PART-TIME VILLAGE FISCAL OFFICER

Positions supervised: None

Salary range: \$1100 per month plus OPERS benefits

Reports to: Mayor and Council

Requirements: Approximately 15 – 25 hrs. per week with combination of some set office hrs. & flex-time

OVERVIEW

The Village Fiscal Officer (VFO) is responsible for the financial planning and management of all finance issues for the Village of Alexandria. This includes directing and controlling all village financial functions including (but not limited to) general accounting and financial reporting systems, annual village budget preparation and administration, cash/investment management, payroll, personnel and Human Relations laws compliance and coordination to include (but not limited to) employee records, debt management and bond compliance, and the associated software systems for each area of responsibility. Full compliance with GAAP (Generally Accepted Accounting Principles) and other accounting practices such as GASB (Governmental Accounting Standards Board) as defined by Ohio statute is required and the production of appropriate reports associated with each area of responsibility. This position shall maintain, in accordance with state and local law, all public records and supervise the public records retention program and be coordinator for all requests for public records.

The VFO is expected to perform all functions with the highest ethics and integrity and to continuously expand his/her knowledge by utilizing continuing education opportunities.

The VFO is expected to perform as a team member with the management leadership of Village Administrator and Village Mayor and Council. The VFO is also expected to conduct themselves in an exceptionally professional manner with residents and all business contacts. At times the VFO will be required to interact with State officials and other non-village officials.

Work Environment

The functions of the position are primarily performed in the Village Office and involve sitting for extended periods of time. A valid driver's license is required as VFO is required to drive to make village deposits and conduct village banking business. All Village Office work areas are smoke and drug free environments.

General Function

The Fiscal Officer is responsible for audit and budget coordination, administering the Village's financial management programs, implementing financial policies, and establishing fiscal controls. The Fiscal Officer assists in the development and implementation of programs for revenue enhancement and will develop comprehensive plans to satisfy future needs for financial services.

The Fiscal Officer works at the pleasure of the Mayor and Council and will work closely with the Village Administrator. The FO operates with relative independence of action in planning and carrying out day-to-day activities. Technical guidance in the form of operating procedures and processes has been established by the State of Ohio. As the Village's authority in financial management, the FO will be confronted with problems for which these guidelines are inadequate, requiring the exercise of sound judgment in modifying or extending traditional methods in conjunction with the Village Administrator, Mayor, and Council.

Essential 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 shall perform the following:

1. Attend meetings of the legislative authority of the Village.
2. Develop, with the assistance of the Mayor, Village Administrator, and Council, operating and capital budgets.
3. Keep records of all the legislative authority's proceedings and all rules bylaws, resolutions, and ordinances passed or adopted.
4. Establish and maintain the financial books of the Village.
5. Exhibit accurate statements of all monies received and expended by him or her, of all the property owned by the Village, and the income derived there from, and of all taxes and assessments.
6. Keep an accurate record of all monies received by him or her 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 books so that 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 Village from any judgment, fines, penalties, and forfeitures, in Mayor's Court.
 - Debts due the Village.

8. Provide monthly, quarterly, and annual reports regarding the financial condition of the Village to Mayor, Council, and Administration in a timely manner. These reports may be those required by law or as requested by the Mayor, Council, and Administration.
9. Serve as the payroll administrator for the Village, issuing payroll as appropriate and maintaining all associated records of hours charged or paid and for time not worked.
10. Manage all accounts payable and receivable processes to ensure the proper payment of all invoices and to protect the credit rating of the Village.
11. 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 or resolutions lawfully enacted by the Council for the Village of Alexandria.

QUALIFYING EXPERIENCE AND/OR EDUCATION

Proven, successful job experience will be considered in lieu of college education; finance/accounting experience required. UAN experience is a plus for qualifying experience.

Candidate must be bondable.

Experience/knowledge is preferred in the following areas:

Knowledge of current trends and issues that affect/influence finance-related matters in a municipal environment;

Outstanding leadership with a comprehensive background in financial affairs, combined with strong analytic skills;

Strong oral presentation skills and the ability to clearly explain complex issues to a wide variety of personnel and the public;

A proven background of varied software use and analysis.

The Ohio Revised Code (733.262) requires that the Fiscal Officer become a resident of the Village within six months after appointment unless an ordinance is passed approving the Fiscal Officer's residence outside the Village.

A probationary period of employment (minimum six months) will apply to the successful applicant.