

VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

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Dept./Division:	Finance	Employee Name:	
Position Title:	Fiscal Officer	Employment Status:	Full-time
Reports To:	Mayor	FLSA Status:	Exempt (Executive)

MINIMUM QUALIFICATIONS FOR EMPLOYMENT: An example of acceptable qualifications: Associate's degree from an accredited college or university with major course work in accounting, finance, or business administration, or a related field, and two (2) years recent documented work experience in accounting, finance, tax, or business management, or related field, of which at least one (1) year in a supervisory role; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS: Must possess a valid State of Ohio driver's license. Must remain insurable under the Village's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive. Personal computer, laptop computer, computer software, printer, copier, fax machine, postage machine, calculator, scanner, shredder, telephone, cell phone, and other commonly used standard modern business office equipment; motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: Employee ascends and/or descends ladders, stairs, or scaffolds; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., loud sirens, screaming people, building alarms, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from radiation; exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to extreme non-weather related heat or cold; exposure to shaking objects or surfaces; exposure to second-hand smoke; exposure to hazardous driving conditions; works, first, second or third shift; is periodically exposed to blood and other bodily fluids, as well as other potentially infectious materials; uses eye and face protection for potential exposure to flying objects, respiratory protection for potential exposure to airborne contaminants, head protection for potential impacts of objects to the head, and occupational foot protection for potential impacts of objects to the feet; participants in medical and first aid activities; exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate

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pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 25% (1) Prepares and certifies departmental purchase orders; maintains village receipts and audits other department's receipts monthly; issues all purchase orders; verifies and timely pays invoices; maintains current fund balances and reports to Council monthly; performs monthly bank reconciliation and prepares outstanding check list; works with the County Auditor regarding tax related issues; works with the State Auditor during onsite audits; prepares legislation for appropriation amendments; prepares the budget and appropriations with Council; monitors the budget and notifies the Council when amendments need to be made; submits tax levy to the County Board of Elections; submits budget and year end reports to the County and State; prepares a long term budget to use in forecasting; prepares the check register and verifies with vouchers; maintains back-ups for computer accounting programs; necessitates all aspects of Village contracts; attends budget hearings; organizes and attends budget work sessions.
- 15% (2) Plans, organizes, prioritizes, supervises, and directs the activities of the Fiscal staff; conducts performance reviews; recommends the hiring, firing, promoting, disciplinary action, or any other changes in status; processes grievances and employee complaints; approves vacation schedules and other time off requests; implements and enforces department work rules, policies, and practices; department goals and objectives; prepares overtime and injury reports.
- 25% (3) Serves as a liaison between the employees and elected officials; provides new employees with necessary new hire forms; maintains employee payroll records, garnishments and wage withholdings; prepares weekly and monthly payrolls; prepares W-2 and 1099 forms and distributes and reports forms to the State and Federal governments; maintains, tracks and reports employee benefits; prepares and maintains various village fiscal/financial reports, studies, and records; reviews annual health insurance bid; maintains various employee files; maintains contact and communication with public, consultants, contractors, engineers, and administration regarding finances, payroll, personnel, records, and other issues as necessary.
- 15% (4) Attends and records the proceedings of regular, special, and/or committee meetings of Village Council and other boards and commissions as requested by the Mayor; aids with legislation preparation; ensures compliance with laws, ordinance and other requirements;

Date Adopted:

Developed by:

Date Revised:

Clemans, Nelson & Associates, Inc.

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maintains all Council business records (e.g., annexations, contracts, ordinances, resolutions, etc.); replies to public records requests; keeps custody of and maintains public records documents in accordance with Village policy.

10% (5) Performs monthly reconciliation of each department’s finances; randomly audits departments for policy and procedural compliance.

5% (6) Acts as Tax Commissioner in Tax Commissioner’s absent.

(7) Attends meetings and serves on committees, as required; attends various meetings, seminars, and workshops necessary.

(8) Maintains required licenses and/or certificates.

(9) Demonstrates regular and predictable attendance.

(10) Meets all job safety requirements and all OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

5% Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: *Village and department goals and objectives; *Village and department policies and procedures; generally accepted accounting principles (GAAP); computers and computer programs (e.g., Microsoft Office, QuickBooks, etc.); basic accounting; bookkeeping; budgeting; auditing; tax code; finance; payroll practices and procedures; interviewing; office practices and procedures; workplace safety practices and procedures; human resources management; labor relations; personnel administration; Fair Labor Standards Act; employee benefits administration; personnel rules and regulations; supervisory principles and practices; computer software; community resources and services; public relations; records management; office management; government structure and process; state, federal, and local laws and/or regulations; employee training and development; local geographical area; English grammar and spelling.

Skill in: Computer operation; adding machine or calculator operation; use of modern office equipment; motor vehicle operation.

Ability to: Interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; read, copy, and records figures accurately;

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add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; conduct effective interviews; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; ability to be compassionate; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

Tax Administrator; Tax Clerk.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description. I agree to abide by the requirements set forth. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

(Approval of Appointing Authority or Designee)

(Date)

(Employee Signature)

(Date)