

VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

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Position Title: Fiscal Officer

Name:

Employment Status: Full-time

Dept./Div.: Administration

FLSA Status: Exempt

Reports To: Mayor

Pay Status:

QUALIFICATIONS: Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications:

Completion of secondary education, associate's degree in accounting or related field and a minimum of two (2) years experience in accounting, receipts, disbursements, payroll and the preparation of financial reports; or an equivalent combination of education, training, and/or experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

State of Ohio Notary Public. Must be able to be bonded.

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

1. Prepares the budget and appropriations with Council; submits budget and year end reports to the County and State; 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.
2. Maintains payroll records; prepares weekly and monthly payrolls; is responsible for the accurate reporting and payment of all payroll withholdings; prepares W-2 and 1099 forms; distributes and reports forms to the State and Federal governments.
3. Acts as clerk to Council; takes, types and maintains all Council meeting minutes; maintains all Council business records (e.g., annexations, contracts, ordinances, resolutions, etc.)
4. Supervises the Tax Department; oversees daily operations and personnel issues; covers the department when the Tax Commissioner is absent; presents any policy changes necessary to Council.
5. Performs monthly reconciliation of each department's finances; randomly audits departments for policy and procedural compliance.
6. Demonstrates regular and predictable attendance.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140

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7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
8. Maintains ability to be bonded and commissioned as a Notary Public.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs any other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: village policies and procedures; department goals and objectives*; budgeting; generally accepted accounting principles; bookkeeping; auditing; finance; payroll practices and procedures; Fair Labor Standards Act; supervisory principles and practices; office management; public administration; public relations; records management.

Skill in: computer operation (e.g., Microsoft Word, Excel, Outlook, etc.); data entry; modern office equipment; typing, word processing.

Ability to: interpret policies, procedures, and regulations; prepare accurate documentation; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; supervise; compile and prepare reports; prepare routine correspondence; exercise independent judgment and discretion; communicate effectively; train or instruct others; supervise; maintain records according to established procedures; take minutes; maintain records; develop and maintain effective working relationships; respond to routine inquiries from public and/or officials; maintain confidentiality; resolve complaints.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Modern office equipment including a computer, calculator, typewriter, copier, and printer.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee must negotiate, use, or work with or in the vicinity of:

1. Handling of materials and supplies. (Includes mechanical handling equipment, the manner in which things are stored, housekeeping.)
2. Air contaminants.
3. Hazardous chemicals commonly found in an office environment.

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GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE:

The employee:

1. May occasionally encounter hostility from the general public.

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 signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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