

VILLAGE OF HEBRON, OHIO

POSITION DESCRIPTION

VILLAGE FISCAL OFFICER

FLSA Status: Exempt

Positions supervised: None

Salary Range: \$42,500-\$60,000 per year plus benefits (DOQ)

Reports to: Mayor and Council

OVERVIEW

The Village Fiscal Officer (VFO) is responsible for the financial planning and management of all finance issues for the Village. 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, utility billing, 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 and other accounting practices (GASB) 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 the 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 team, the Village Administrator and the Village Mayor and Council. The VFO is also expected to exhibit 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 an office and involve sitting for extended periods of time. Occasional use of a Village vehicle requires a valid Ohio driver's license and a driving record that permits insurability by the Village insurance provider. All Village work areas including vehicles are smoke and drug free environments.

General Functions

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

shall be responsible for production of materials, reports, forecasts as requested by Mayor, Council and Village Administrator.

The VFO works at the pleasure of the Mayor and Council and will work closely with the Village Administrator. The VFO 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, incumbents will be confronted with problems for which these guidelines are inadequate, requiring the exercise of sound judgments in modifying or extending traditional methods in conjunction with the Mayor, Council and Village Administrator.

Essential Duties and Responsibilities

(Note – this list is intended only to illustrate the various types of work that may be performed. The 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, as required;
2. Develop, with the assistance of the Village Administrator, Police Chief, and Fire Chief, operating and capital budgets.
3. Keep record of all of 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 therefrom, and of all taxes and assessments
6. Keep an accurate account 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 from which account paid; and arrange his or her 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/County Auditor:
 - 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, in Mayor's Court;
 - debts due the Village

8. Provide monthly, quarterly annual reports and forecasts regarding the financial condition of the Village to the 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.
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 VFO, as well as any and all ordinances or resolutions lawfully enacted by the Council for the Village of Hebron.

QUALIFYING EDUCATION AND EXPERIENCE (Minimum Requirements)

A bachelor's degree or equivalent experience in Accounting, Finance or a related field. The ideal candidate will have five years of increasingly responsible work experience in accounting or finance, preferably in a governmental setting.

Proven, successful job experience may be considered as part of college education requirement.

Must be bondable.

Experience/knowledge is preferred in the following areas:

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

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

Strong written and 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.

Residence in the Village is preferred.

As defined in the employee manual a probationary period of employment (minimum six months) will apply to the successful applicant.