

Village of Beaverdam
Fiscal Officer/Office Manager

Immediate Supervisor: Mayor and Council

Summary of Duties: The Village Fiscal Officer/Office Manager shall attend all meetings of the legislative authority of the Village, and keep a record of its proceedings and of all rules, bylaws, resolutions and ordinances passed or adopted, which shall be subject to the inspection of all persons interested. In case of the absence of the fiscal officer such legislative authority shall appoint one of its members to perform the fiscal officer's duties.

The Fiscal Officer shall attend training programs for new Village Fiscal Officers and annual programs of continuing education for Village Fiscal Officers that are provided by the Auditor of State pursuant to section 117.44 of the Revised Code.

The Fiscal Officer must keep accurate accounts of all money received and disbursed identifying the amount, date, payer and payee and account. The books must provide separate accounts for each fund and appropriation. The fiscal officer shall also keep a treasury investment account documenting the investment of treasury funds. (Ohio Revised Code Sections 733.43, 733.45, 733.47, and 733.14) The Fiscal Officer must keep records of all property owned by the Village and must keep records of all taxes and assessments. (Ohio Revised Code Section 733.28)

Acquisitions and disbursement of funds – The Fiscal Officer shall acquire from the county treasurer those Village taxes and assessments placed on the county auditor's tax list for collection and amounts due to the Village to be disbursed upon proper authorization. (Ohio Revised Code Sections 733.44 and 733.46)

Job Duties and Requirements:

1. This is a business and shall be ran as a business
2. No special arrangements regarding payment of utilities to be made without Council approval.
3. Personal phone calls are to be kept to a minimum.
4. Appointments to be made accordingly to allow the office to maintain these hours. Exceptions will be made for time or days off with advance notice so that temporary arrangements can be made.
5. Any checks received in the Town hall office for the Village are to be made payable to the Village of Beaverdam. All cash payments received in person are to be given a hand receipt. Cash payments received by mail or dropped off in the drop box are to be hand receipted and copy of the receipt to be returned with the following month's utility bill. No checks or cash are to be left in the Town Hall office after Friday at 5:00 p.m.
6. Minutes or notices are to be posted promptly and taken down 7 days after posting.
7. Maintain Village's website and Facebook page.
8. Scan documents.
9. All water/sewer invoices must be initialed by Village Administrator before payment.
10. No statements are to be paid unless invoices are attached in order.

11. All deposit slips must be itemized.
12. All backups to be done weekly and a duplicate kept off site in a secured area.
13. All scanning to be done within three (3) days of finalization/completion.
14. The Finance Committee and Mayor will make random checks to assure that all accounts and Village business are administered properly, executed as required and kept in an orderly fashion.
15. All Village accounts are to be kept confidential except when requested by Council, Village Administrator or Mayor or with the exception of requests made by the public to items which they are entitled to.
16. Residents, Council, Village Administrator, Solicitor, Mayor and other Village employees are to be treated with respect.
17. Failure to abide by these requirements may result in dismissal.
18. There will be a 90-day probationary period.

The requirements and duties which are set forth in this document are described to met the general requirements of the position and are not an all-inclusive list. Therefore, additional duties may be assigned as needed.

Interested candidates will have Accounting and Computer background by having either a minimum 2-year degree or equivalent work experience. The applicant will also need to have experience in operating Microsoft Word and Excel and will be willing to learn meter reading program, Utilities bill program, and UAN (State Accounting Program). They will also need to have excellent organization skills. This job will be 30 hours a week. The starting wage will be \$16.50 with a \$.50 raise after completion of a 90-day probationary period. This position is also evaluated on an annual basis.

Interested candidates will need to mail a resume to:

Village of Beaverdam
Attn: Mayor Pamela LePine
101 W. Main St
Beaverdam, OH 45808

Or email resume to Mike Leis at:
mleis@midohio.twcbc.com