



Village of Bremen
9090 Marietta Road, SE
Bremen, Ohio 43107
(740) 569-4788
<http://BremenVillage.com>

Position Description Fiscal Officer

**Full-Time and/or Part-Time, Permanent
FLSA Status: Exempt**

ESSENTIAL FUNCTIONS OF THE POSITION:

This position shall function as set forth in Chapter 733.262 of the Ohio Revised Code, plus additional duties prescribed at the local level.

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.

The VFO is also serves as Clerk of the Village Council.

The VFO is also responsible for maintaining all the Village's public records and supervise the public records retention program, in accordance with state and local law, 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 Village 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.

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.

This position is under the supervision of the Mayor.

The following are examples of the job duties but do not include all the possible tasks to be performed:

(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:

- Supervise the Assistant Fiscal Officer (if there is one).
- Attend meetings of the legislative authority of the Village, as required.
- Develop operating and capital budgets with assistance of the Village Administrator, Mayor and Council.
- Submit budgets and amended budgets to the County Auditor.
- Represent the Village at meetings and hearings of the county budget commission.
- Keep record of all of the legislative authority's proceedings and all rules, bylaws, resolutions and ordinances passed or adopted.
- Establish and maintain the financial books of the Village.
- 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.
- 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.
- Demand and receive from the County Treasurer and/or 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.
- 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.
- Serve as the payroll administrator for the Village issuing payroll as appropriate and maintaining all associated records of hours charged or paid.
- Manage all accounts payable and receivable processes to ensure the proper payment of

all invoices and to protect the credit rating of the Village.

- 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 Bremen.
- Prepare council meeting agendas and meeting minutes.
- Enter financial data into accounting software and spreadsheet software.
- Prepare, distribute and file meeting minutes, ordinances and resolutions.
- Research, compile, and collect data for financial reports. Prepare financial reports.
- Coordinate with the village utility billing office personnel.
- Receive and handle public inquiries, input and complaints from a variety of sources (e.g. email, mail, phone, in person).
- Greet and meet with walk-in office visitors.
- Organize and maintain document files, research files to retrieve information, and manage archived files in accordance with established records retention policies and procedures.
- Handle income tax information about taxpayers and maintain confidentiality of sensitive information.
- Attend all meetings of village council and financial process committee.
- Process public records requests.
- Arrange for the publication of legal notices.
- Attend trainings, seminars and workshops to stay up-to-date on laws and regulations relating to municipal finances.
- Reconcile billing invoices and purchase request forms, and prepare the same for payment.
- Prepare correspondence, letters, emails and other documents as needed.
- Cooperate with other work units and employees of the Village organization to accomplish tasks and projects.
- Provide respectful, professional, positive service in all interactions between co-workers and internal and external customers.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly with others to provide quality seamless customer service.
- Reflect a positive image of the Village of Bremen at all times.

- Perform other duties as assigned by the Mayor.

JOB SETTING:

The duties of this position will be performed primarily indoors in a professional office setting, plus occasional errands away from the office. The incumbent will be expected to work alone, around others, on a team, under stress, under minimal supervision, under scrutiny of the public, and under deadlines.

EMOTIONAL DEMANDS:

1) Interaction with constituents and vendors	Frequently
2) Deadlines under pressure	Frequently
3) Switching between multiple tasks	Frequently
4) Ongoing scrutiny by citizens	Frequently
5) Irregular work hours	Frequently
6) Working Alone	Frequently
7) Speaking in front of groups	Occasionally
8) Dealing with differing priorities among the elected officials	Occasionally

PHYSICAL DEMANDS:

1) Bending	5-15%
2) Crouching	5-15%
3) Reaching	5-15%
4) Standing	5-15%
5) Walking	5-15%
6) Sitting	75-100%
7) Lifting/Carrying	5-15% (Maximum weight to be lifted 25 lbs.)
8) Keyboarding	10-95%

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.

MINIMUM REQUIREMENTS:

A bachelor’s degree or equivalent experience in accounting, finance or a related field, or any equivalent combination of training and experience which provides the following knowledge, skills and abilities:

Knowledge of:

- Business English, spelling, grammar.
- Arithmetic.
- Principles and practices of public finance and budgeting, municipal accounting, and payroll and benefits administration.
- Fundamental banking procedures.
- Ohio’s public record and sunshine laws.
- Effective governmental record-keeping practices and procedures.
- Municipal government operations and organization.
- Modern office practices, procedures, and equipment.
- Microsoft Office software, especially Word, Excel and Access.

Skilled in:

- Comprehending financial reports.
- Well-developed interpersonal and communications skills to establish and maintain effective working relationships with other employees, officials, vendors, and the public, negotiate effectively and to deal with public relations problems courteously and tactfully.
- Good customer service skills (in person, phone, email).
- Identifying alternative solutions or approaches to problems, and then using logic and reasoning to identify strengths and weaknesses of those alternatives.
- Using personal computer and common office machinery and equipment.
- Accurate and efficient keyboarding skills.
- Good planning and organizational skills.
- Both verbal and written communications, using proper English grammar.
- Following written and oral instructions.
- Using Microsoft Office software proficiently, especially Word and Excel.

Ability to:

- Communicate effectively, both orally and in writing, in the English language.
- Read and hear.
- Read, interpret, and record financial data and financial reports accurately.
- Interpret and apply relevant laws, codes and regulations.
- Attend meetings at times outside of normal business hours.
- Record and transcribe meeting minutes with a high degree of accuracy and detail.
- Compile and evaluate complex financial data, and prepare clear and accurate reports.
- Compose correspondence and perform office management details without assistance.
- Make responsible decisions in accordance with established policies and procedures.
- Key alpha-numeric data accurately.
- Speak and express ideas in a public and/or group setting.
- Make mathematical computations with reasonable speed and accuracy.
- Identify alternative solutions or approaches to problems, and then use logic and reasoning to identify strengths and weaknesses of those alternatives.
- Establish and maintain effective working relationships with others.
- Work independently with limited direction given.
- Apply problem solving skills and perform critical thinking.
- Use a personal computer and Microsoft Office software effectively.
- Operate office machines effectively.
- Discern when something is wrong or likely to go wrong.
- Apply general rules to specific problems to produce answers that make sense.
- Exercise independent judgement, and deal with many variables and determine specific action.
- Deal tactfully and courteously with the public.
- Prioritize to handle multiple time demands and deadlines.
- Abide by confidentiality requirements.
- Meet the emotional and physical demands as described and characterized above, to successfully perform the functions of this position.

NECESSARY SPECIAL REQUIREMENTS:

- Must be 18 years of age or older.

- Residence within the Village of Bremen's corporate limits, but this requirement may be waived by Village Council.
- Must be bondable.
- Must pass a pre-employment drug/alcohol screen and criminal background check.
- Ability to meet the physical demands to successfully perform the functions of this position, under the range of environmental conditions as described and characterized above.

ADDITIONAL DESIREABLE ATTRIBUTES:

- Familiarity with the Uniform Accounting Network (UAN) software.
- Experience with municipal finance administration.
- Familiarity with Village of Bremen's government policies and procedures.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; motor vehicle record (MVR) check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.