

VILLAGE FISCAL OFFICER

I. INTRODUCTION

This appointed position has been created by the Enon Village Council as permitted by Ohio Revised Code 733.262. The incumbent shall be appointed by the Mayor with the approval of the Village Council and shall reside within the limits of the Village within six months of appointment. This position serves at the pleasure of the Mayor and the Village Council and shall be responsible for performing the various duties of a Village Clerk and Village Treasurer in accordance with the Ohio Revised Code. This position may be removed without cause by the Mayor and consent of a majority of the members of the legislative authority or without the consent of the Mayor and three-fourths vote of the village legislative authority. The incumbent shall obtain a bond, at the expense of the Village, prior to taking office as required by Ohio Revised Code 733.69.

II. DUTIES AND RESPONSIBILITIES

The incumbent shall be responsible for performing duties of a Village Clerk /Village Treasurer and any other duties consistent with the nature of the office as provided by the Ohio Revised Code or Village Ordinance. Specifically, the incumbent shall be responsible for:

- Attending all meetings and public hearings of the legislative authority of the Village and keeping a record of its proceedings, rules, bylaws, resolutions, and ordinances passed or adopted and making such available for inspection.
- Keeping the “books” of the Village and preparing accurate monthly statements of all monies received and expended and of all taxes and assessments.
- Keeping detailed records of each fund including monies received and issuing purchase orders for disbursements made on each specific appropriation.
- Preparing the Village’s annual budget and appropriations for the Village’s various funds.
- Collecting from the County Auditor, all taxes levied and assessments made by the legislative authority of the Village.
- Providing monthly financial reports to the legislative authority of the Village which shall include amounts received, sources of receipts, disbursements made and on what account, fund balances, outstanding checks, and monthly bank statement reconciliations.
- Receiving and disbursing all funds of the Village and other funds belonging to any department of the Village.
- Processing payroll for Village employees bi-weekly and elected officials monthly.
- Authenticating all ordinances, resolutions, and by-laws approved or adopted by the legislative authority and recording such in a book specifically used for that purpose.
- Certifying the publication or posting of all ordinances, resolutions, and by-laws adopted or approved by the legislative authority.
- Attending training and continuing education as required by Ohio Revised Code 733.81.
- Performing any other duties consistent with the position as requested by the Mayor, the legislative authority, or as required by the Auditor of State.

III. SALARIES AND BENEFITS

The salary for this part-time position shall be set by the Enon Village Council based on qualifications, longevity, and job performance. Salary increases shall be recommended by the Mayor to the Village Council. Benefits such as vacation leave, sick leave, medical insurance, and life insurance are outlined in the employee policy handbook.