

## **JOB POSTING: FISCAL OFFICER**

The Village of Mt. Orab is seeking a highly organized, ethical and detail-oriented individual to serve as our Fiscal Officer. This position is responsible for managing all financial operations of the municipality and fulfilling statutory duties required by law.

### **Financial Administration**

- Prepare, maintain and safeguard all municipal financial records including accounts payable and receivable, payroll, employee benefits, annual appropriations and budgets, financial statements, reports and bank reconciliation.
- Be able to work with auditors during audits.
- Manage and utilize the State of Ohio UAN software.
- Ensure compliance with state and local fiscal procedures.

### **Clerk of Council Duties**

Serve as Clerk of Council, preparing agendas, attending meetings and recording minutes.

Maintain all ordinances and resolutions passed by the Village Council.

Provide administrative support as required.

### **Qualifications**

Required – Associates or bachelors' degree in accounting/finance.

Proficiency in Microsoft Excel, Word and general computer operations

Strong organizational and multitasking abilities and able to maintain confidentiality

Preferred – CPA accreditation, experience in governmental finance, public records, and State of Ohio

Uniform Accounting Network software.

### **Compensation**

Based on experience and qualifications. Benefits include OPERS retirement, health insurance, vacation, sick leave and holidays.

Apply with resume, cover letter and references to: Joe Howser, Mayor, Village of Mt Orab, 211 S. High St., Mt Orab OH 45154. Email: [joe.howser@mtoraboh.us](mailto:joe.howser@mtoraboh.us).