



# Village of West Alexandria

## POSITION DESCRIPTION

POSITION TITLE: **Fiscal Officer**

EMPLOYMENT STATUS: **Full-time**

DEPARTMENT: **Administration**

FLSA STATUS: **Exempt**

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### POSITION SUMMARY:

The Village Fiscal Officer serves as the chief financial officer of the Village and is responsible for the comprehensive financial management of all Village operations, including accounting, budgeting, payroll, tax administration, financial reporting, and maintaining official financial records. The Fiscal Officer also serves as the Clerk of Council, attending all regular monthly Village Council meetings and any special meetings, preparing and maintaining official meeting minutes, and providing administrative support to the Mayor and Village Council. This position ensures compliance with all applicable federal, state, and local laws, Auditor of State requirements, and Governmental Accounting Standards Board (GASB) standards while serving as the Village's primary fiscal advisor.

### KEY RESPONSIBILITIES:

- **Financial Oversight and Planning:** Oversee the preparation, monitoring, and administration of the village budget while maintaining accurate records of all financial transactions. Provide financial analysis and forecasts to support informed decision-making and assist with long-term financial planning and capital improvement projects. Monitor financial performance regularly and recommend corrective actions to maintain fiscal health. Process accounts payable and receivable to ensure timely and accurate payments and receipts, maintaining strong internal controls.
- **Administrative and Financial Reporting:** Support the Mayor and Council with financial matters, strategic planning, and interdepartmental coordination. Prepare and present financial reports, ensuring compliance with regulations, and coordinate audits. Draft annual budgets and appropriations with detailed justifications for Council approval. Record and maintain accurate minutes of Council meetings.
- **Tax Administration:** Manage the administration of local taxes, including income, property, and utility-related taxes. Ensure timely collection, reconciliation, and reporting of all tax revenues while addressing taxpayer inquiries and disputes effectively. Maintain compliance with state and federal tax regulations, preparing and submitting all required tax filings accurately and on time.
- **Record Keeping:** Maintain accurate and complete financial records, including ledgers, journals, and reports, while ensuring proper documentation and compliance with record retention policies. Ensure compliance with Governmental Accounting Standards Board (GASB) standards, Ohio Revised Code, Auditor of State requirements, and applicable federal and state regulations.
- **Payroll Administration:** Oversee payroll processing to ensure employees are compensated accurately and on time, including managing deductions, benefits, and tax withholdings. Ensure compliance with federal, state, and local payroll laws and regulations. Maintain detailed payroll records, generate W-2s and other tax documents, and address employee payroll concerns promptly.

### MINIMUM QUALIFICATIONS:

- Associate's degree in Accounting, Finance, Business Administration, Public Administration, or a closely related field; or an equivalent combination of education and progressively responsible accounting experience.
- Two (2) years of progressively responsible accounting or financial management experience.
- Proficiency with Google Suite, particularly Google Sheets.
- Ability to attend evening Village Council meetings and occasional special meetings.



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#### PREFERRED QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a closely related field.
- Five (5) years of progressively responsible experience in municipal, governmental, or public sector finance.
- Experience with governmental accounting software.
- Experience preparing budgets, financial statements, payroll, and tax reporting for a public entity.
- Possession of, or the ability to obtain, one of the following professional certifications:
  - Certified Public Accountant (CPA)
  - Certified Public Finance Officer (CPFO)
  - Certified Government Finance Manager (CGFM)

#### COMPENSATION & BENEFITS:

The current pay is \$45,312 to \$57,999, plus an excellent benefits package including but not limited to 100% employer paid health insurance, life insurance, and short term disability. Paid leave including accrued sick leave, vacation leave, and holiday leave. As well as enrollment in the Ohio Public Retirement System (OPERS) pension program.