

**Village Fiscal Officer/Utility Clerk****Department: Administration****Status: Full Time, “At Will”****Direct Supervisor: Village Mayor****Summary**

A Village Fiscal Officer shall perform the duties provided by law for the Village Clerk and Treasurer and Utility Clerk, duties consistent with the nature of the office that are provided for by municipal ordinance. the Village of Camden is an Equal Opportunity Employer.

**Essential Duties and Responsibilities**

- The Village Fiscal Officer 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.
- The Village Fiscal Officer shall attend training programs for new Village clerks and annual training programs of continuing education for Village clerks that are provided by the auditor of state pursuant to section 117.44 of the Revised Code.
- Keep the financial records of the Village, establish the accounting system, payroll, data processing, claims and disbursements, receipts and bill payments, investments of municipal funds, debt management, issuance of insurance programs, and financial records.
- Supervise personnel assigned to the Fiscal Officer.
- Prepare reports used by the offices, departments, divisions, bureaus, boards, and commissions of the Village.
- Assist the Mayor and Village Administrator in the preparation and submission of appropriation measures, estimates, budgets, capital programs, and other financial matters.
- Provide full and complete information concerning the financial affairs and status of the Village as requested by the Mayor, Council, and Village Administrator.
- Provide full and complete information and assistance concerning the finances or accounting systems or records of any office, department, division, bureau, board, or commission of the Village as requested by the Mayor, Council, and Village Administrator.
- Maintain applications and records of the Public Records and Retention Schedules.
- Maintain the official records of the Village per the statutes of the Ohio Revised Code.
- Develop and maintain effective working relationships with supervisors, coworkers, residents, and guests of the Village Hall
- All other duties and responsibilities as assigned by Supervisor

**Education/Experience**

- High School Diploma or GED equivalent
- Accounting degree or equivalent experience

### **Skills Abilities**

- Ability to follow standardized routines and apply standardized solutions to recurring situations.
- Ability to understand and follow verbal instructions and detailed written procedures and instructions.
- Ability to interpret and apply established rules, regulations, policies and procedures.
- Ability to work well with people of diverse cultural, ethnic, and social backgrounds.
- Effectively communicate both in person and via phone.
- Able to use a computer and learn software to effectively perform essential job functions.
- Analyze, evaluate and implement a reasonable course of action based on available information.
- Skill and ability to operate basic office equipment including computer, copier, printer, scanner, shredder, fax machine.
- Skill and ability with electronic document transfer, and data entry.
- Skill and ability with UAN accounting software, and Microsoft Office Suite.

### **Special Requirements and Licenses**

- Valid Ohio Class D driver's license.
- Bonded (Pd. by the Village)

### **Working conditions and Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands. The employee may be required to sit at a desk in a thermostatically controlled office environment for 7-8 hours a day. Employee will occasionally be required to stand, walk, climb or balance, stoop, and kneel. Working environment is consistent with isolated office conditions.

### **Equipment**

Work shall be performed with tools, appliances, and equipment approved by the Village, and agencies or bodies that have control, authority or approval over the design, working ranges or limitations of the items specified below. The employee has the responsibility to conform to those ranges and limitations.

- Computer
- Printer
- Telephone
- Copier
- Fax machine
- Scanner
- Paper shredder

### **Wages and Compensation**

The following is defined by and subject to the ordinance of the Village Council.

- Compensation: Annual Salary of \$35,000+ Depending on experience
- Schedule: Monday – Friday 8:00 am – 4:30 pm with one/half hour of unpaid lunch per day. Additional hours as necessary.
- The position of Village Fiscal Officer shall be a full-time position and receive benefits consistent with a full-time employee of the Village of Camden.
- 180 day probationary period

## **To Apply**

Interested applicants should complete an application, include a resume and submit both items in one of the three ways listed below. An application is available for pick up at the Village Office or via download at the Village's website posting here: <https://camdenohio.org/services/employment/>.

- Send completed application and a resume to:

Toni Keesler, Mayor  
Village of Camden  
56 W. Central Avenue  
Camden, OH 45311

- Drop off application & resume at the Camden Village Office in a sealed envelope addressed to:

Toni Keesler, Mayor  
Subject: Fiscal Officer/Utility Clerk position

- Email the application and resume to Mayor Toni Keesler at: [keesleto@gmail.com](mailto:keesleto@gmail.com)