

JOB DESCRIPTION
CONCORD TOWNSHIP ASSISTANT FISCAL OFFICER

Assistant Fiscal Officer is appointed by the Fiscal Officer & Township Trustees and reports to the Township Fiscal Officer.

Duties of the Assistant Fiscal Officer include, but are not limited to:

Learn Fiscal Officer's routine & filing deadlines, have a general understanding of Township finances, Sunshine Law, public records, contracts—attend training for the same
Follow Ohio Revised Code, Auditor of State & Concord Township regulations
Post Revenue & Disbursements to UAN (the Uniform Accounting Network) & research the same
Assist the Public—**reply to public records requests**
Reconcile Bank Accounts—Checking & Investment
Prepare Street Lighting Assessments/Assist with St. Light Resolutions
Prepare Financial Statements
Create spreadsheets where necessary
Assist with Levy Resolutions & Filing deadlines
Maintain records & Department Files—file & scan
Prepare Real Estate Tax Exemptions
Assist FO & Administrator with OPWC, SIB, or other public financing methods
Assist Fiscal Officer with general duties & errands
Grant Administration a plus

The Assistant FO will also learn, and be able to provide **backup** for the HR Coordinator:

Compute payroll, input to ADP, verify output, prepare or verify payroll filings
Retirement reporting
Organize invoices for payment
Mail checks
Prepare bank deposits
Act as bank liaison
Take and prepare Meeting Minutes as requested
Close month/year in UAN
Print & assemble monthly UAN reports & other monthly reports
Assists the Fiscal Officer and Administrator with public bids and contracts if needed.
Track EMS Billing revenue & balance to monthly reports
Help with general office

Required Knowledge, Skills and Abilities

PT 10-15 hours per week initially, may grow to 20 hours or more per week in the future.

Strong organizational skills.

4-year degree with 5-10 years applicable accounting, government, banking or fund accounting experience.

CPA preferred.

UAN experience preferred.

Advanced knowledge of government accounting principles, practices, and procedures.

Budgeting, Forecasting, and Fund Investment experience.

Knowledge of Federal and Ohio law relating to financial management, payroll, and the investment of public funds preferred.

Ability to work both independently and collaboratively in a team environment.

Competent in the use of Windows-based computer programs.

Salary commensurate with experience.