

Village of Russia
PO Box 305
Russia, Ohio 45363

Fiscal Officer

- The Village of Russia (Ohio) is seeking a self-motivated part time Fiscal Officer to manage the financial operations of the Village and to serve as the clerk of the Village Council.

Position Summary:

- This is a part-time salaried position, averaging about 8 hours per week.
- Responsible for managing the Village's financial functions, maintaining records, and meeting reporting deadlines in accordance with federal, state, and local laws.
- Communicate any financial issues to the Mayor and Village Council in a timely manner.
- Prepare monthly, quarterly and annual reports as required by law.
- Post all Village financial transactions to the UAN accounting system.
- Process and deposit all funds received, disburse monies, balance bank statements, and manage approved funds.
- Prepare financial transactions within the approved budget, including maintaining purchase orders, verifying and paying invoices, preparing electronic funds transfers, and signing checks.
- Provide information and assistance during financial audits.
- Collaborate with the Village Administrator to prepare the annual budget and appropriations documentation.
- Prepare the 5 year capital plan in collaboration with the Village Administrator.
- Manage accounts payable and receivable processes to ensure proper payment of invoices.
- Reconcile billing invoices and prepare payment requests.
- Process payroll and maintain employment records, financial reports, and employee benefits.
- Attend Village Council meetings, prepare minutes, and maintain accurate records of ordinances and resolutions.
- Respond to all records requests in a timely manner, and be responsible for records disposal.
- The position will also require the applicant to be involved with water/wastewater operations by assisting in monthly billing, adding new customers, posting payments, processing ACH payments, etc.
- Invest funds with approval of council.
- Attend required training.

Qualifications:

- Job Type—part time
- Must be able to pass a background check.
- Must have basic computer skills to record, document, and maintain records, including a good working knowledge of Microsoft Word and Excel.

Benefits:

- OPERS retirement
- Salary is negotiable based on qualifications and experience of applicant.

Applications can be found on our Village website, in person at our Village office by appointment, or by emailing the Village Administrator at Administrator@russiaoh.com. Applications are available until the position is filled.