

Job Description

Fiscal Officer – Village of Bradford, Ohio

Job Description:

1. The Fiscal Officer position is full-time salary position based upon qualifications and experience. The Fiscal Officer of the Village performs all the tasks required of the Clerk-Treasurer of an Ohio statutory Village. The Fiscal Officer will work under the supervision of the Mayor and will be responsible for day-to-day operations of the Village finances. The Fiscal Officer will have oversight responsibility as well as the ability to perform all financial functions relating to the governance of the Village of Bradford. These include receiving and depositing funds that are received by the Village; all payroll functions which includes preparing and signing all checks for payments and payrolls; maintaining personnel files; preparing and distributing monthly, quarterly and annual reports as required by law or any reports requested by Council or the Mayor; providing information to Council on future revenue and expenditures; supervising any personnel assigned to the Fiscal Officer; performing all tasks related to the Clerk of Council, including maintenance of records of proceedings, maintenance of all Ordinances and Resolutions, and notifications of regular or special meetings and attendance at all Council and assigned Committee meetings. During the six month probationary period the Fiscal Officer will have regularly scheduled meetings with the Mayor, Council President and Village Administrator (or their delegate) and each will provide feedback on job performance.

Skills Desired:

1. Associates Degree in accounting, business, finance, or related field or any equivalent combination of education and work experience which indicate possession of the skills, knowledge and abilities to perform the duties of Chief Fiscal Officer
2. Familiarity with computerized municipal accounting systems such as Uniform Accounting Network (UAN)
3. Knowledge of municipal government structure and process
4. Knowledge of fundamental accounting procedures
5. Knowledge of budgetary process
6. Experience in HR and benefits administration
7. Proficiency with Microsoft applications, Excel, Word, Outlook and PowerPoint
8. Strong interpersonal and communication skills
9. Ability to lead
10. Excellent organizational and time management skills
11. Strong work ethic; ability to work independently and exercise sound judgment
12. Ability to prepare and present technical reports and financial analyses using Excel data
13. Ability to communicate effectively in both written and oral forms
14. Excellent customer service skills.

Duties:

1. Receiving and depositing of village funds
2. Preparing all purchase orders
3. Preparing and signing of all checks for payment and payroll
4. Preparing and distributing monthly, quarterly and annual reports
5. Balancing all financial records and bank statements for Village and providing monthly reports to Council
6. Performing all tasks related to the Clerk of Council including maintenance of all records
7. Publishing notifications of regular or special meetings and attendance at all meetings
8. Maintaining personnel files including records of payroll and all benefits
9. Maintenance of all Ordinances and Resolutions
10. Assisting the state auditor at all audits
11. Preparing and filing all reports to Bureau of Workers' Comp, OPERS and any other required
12. Working with the Mayor, Administrator and all department heads in preparation of annual budget and presenting the annual budget to the Council for review
13. Maintaining purchasing policy
14. Assisting all committees or other personnel as needed
15. Attend all necessary Sunshine Law Training as the village representative
16. Assist in collecting, posting and balancing utility payments
17. Work with online payment service
18. Other duties as required.

Benefits:

Initial Salary range dependent on skills and qualifications. The Village also provides a comprehensive benefits package which includes participation in the OPERS retirement system, medical, dental, vision and life insurance, paid vacation, holidays and sick leave.

Selection Guidelines:

Resume and letter of interest, rating of education and experience, oral interviews and reference check. Job related testing may also be required.

The duties listed above for this position are intended only as guidelines and illustrations of the various types of work that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position of Fiscal Officer is an "at will" position, and this job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.

Required to meet the requirements to be bonded. Must possess a valid Ohio driver's license. Be willing to undergo a credit report and background check if requested.

Submit letter of interest and resume to mayor@bradfordoh.com or
Mayor Don Stump, Village of Bradford, 115 N. Miami Avenue, Bradford, Ohio 45308
Applications will be accepted until June 15, 2026