

Job Posting: Fiscal Officer

Village of St. Henry, OH

The Village of St. Henry is seeking a highly organized, ethical, and detail-oriented individual to serve as our Fiscal Officer. This position is responsible for managing all financial operations of the municipality and fulfilling the statutory duties required by law.

The ideal candidate will demonstrate strong financial management skills, excellent communication, and a commitment to public service and accuracy in municipal recordkeeping.

Position Summary

The Fiscal Officer serves as the chief financial administrator of the municipality. This role includes overseeing all financial records, managing accounts, ensuring compliance with state and local laws, supporting Village Council & Administrator, maintaining legislative records, and supervising various administrative functions, including tax administration and utility billing.

Key Responsibilities

Financial Administration

- Prepare, maintain, and safeguard all municipal financial records.
- Manage accounts payable and receivable.
- Prepare payroll and oversee employee benefits documentation.
- Develop and administer annual budgets along with the Village Administrator.
- Prepare monthly, quarterly, and annual financial statements and reports.
- Perform bank reconciliations and work with auditors during annual audits.
- Ensure compliance with state and local fiscal procedures.
- Manage and utilize financial software (UAN or equivalent).

Clerk of Council Duties

- Serve as Clerk of Council, including preparing agendas, attending meetings, and recording and preserving minutes.
- Maintain accurate and complete records of all ordinances and resolutions passed by Village Council.

- Ensure proper filing, certification, and retention of all legislative documents.
- Provide administrative support to elected officials as required.

Municipal Tax Administration

- Oversee the processing of municipal income tax forms, payments, and related documentation.
- Respond to resident, business, and vendor tax inquiries.
- Ensure accurate reporting and compliance with applicable tax regulations.

Utility Billing Oversight

- Oversee water and sewer billing and collection, ensuring accuracy and timely processing.
- Address resident questions or concerns related to utility billing.
- Coordinate with service departments to ensure accurate meter data and billing adjustments.

General Administrative Duties

- Maintain public records and manage requests in compliance with state laws.
 - Provide front-office customer service to residents, vendors, and visitors.
 - Support ongoing projects and administrative functions as needed.
 - Uphold confidentiality and ethical standards in all municipal operations.
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Qualifications

Required

- High school diploma or GED.
- Strong attention to detail and accuracy in financial work.
- Proficiency in Microsoft Excel, Word, and general computer operations.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information.
- Strong organizational and multitasking abilities.

Preferred

- Associate's or bachelor's degree in accounting, finance, public administration, or related field.
- Experience in bookkeeping, accounting, government finance, or office administration.
- Familiarity with municipal operations, public records laws, and council procedures.
- Experience with UAN or similar government financial systems.

Working Conditions & Schedule

- Full time working 40 hours per week.
- Attendance at council meetings, typically held in the evenings, is required.
- Additional hours may be required during budget season, audits, or reporting deadlines.

Compensation

- Competitive pay based on experience and qualifications.
- Professional development and training opportunities provided.
- OPERS retirement system participation.
- Health insurance coverage.
- Paid vacation, holidays, and sick leave.

How to Apply

Please submit the following:

- Resume
- Cover letter
- Three professional references

Send materials to:

sthenry_vil@yahoo.com

or

Village of St. Henry

371 North Linn St.

St. Henry, OH 45883

Application Deadline: April 13, 2026 at 4:00 p.m.