

**OLMSTED TOWNSHIP**  
**An Equal Opportunity Employer**  
**POSITION DESCRIPTION**

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**Position Title:** Deputy Fiscal Officer

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<b>Office/Division:</b>	Fiscal	<b>Full-Time/Part-Time:</b>	Part-Time
<b>Reports To:</b>	Fiscal Officer	<b>Employment Status:</b>	Unclassified
<b>Hours of Work:</b>	20-25	<b>FLSA Status:</b>	Exempt
		<b>Bargaining Unit Status:</b>	Excluded

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**JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.**

Pursuant to Ohio Revised Code Section 507.021, assists the Township Fiscal Officer in the administration of all fiscal operations of the Township; performs delegated statutory and administrative duties under the direction of the Township Fiscal Officer; supports accounting, payroll, accounts payable, human resources administration, records management, audit preparation, and related financial functions; ensures compliance with applicable provisions of Ohio Revised Code Section 507.04 and other applicable federal and state laws.

**QUALIFICATIONS: (example of acceptable qualifications)**

Bachelor's degree in accounting, Finance, Public Administration, Business Administration, or related field preferred, with five to seven years of progressively responsible experience in governmental accounting, payroll administration, or public sector finance, or any equivalent combination of education, training, and experience necessary to perform the essential functions of the position.

High School Diploma or GED required.

Candidate must pass background check.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must maintain eligibility to access the Ohio Uniform Accounting Network system.

Must possess a valid State of Ohio motor vehicle operator's license and maintain insurability under the Township's vehicle insurance policy.

Preferred certifications:

Certified Public Finance Officer, Governmental Accounting certification, or equivalent public sector financial credential.

**EQUIPMENT OPERATED: (following are examples only and are not intended to be all inclusive)**

Calculator, computer, Uniform Accounting Network system, financial software, mobile phone, copier, scanner, fax machine, telephone, and other standard modern business office equipment.

**WORKING CONDITIONS:**

Primarily sedentary office environment. May be required to lift files and materials up to twenty five pounds, bend, stoop, or reach. Work requires attention to detail and extended periods of computer use.

In accordance with U.S. Department of Labor physical demand strength ratings, this is considered sedentary work with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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**ESSENTIAL FUNCTIONS OF THE POSITION: (for purposes of 42 USC 12101)**

- 25% **Financial Administration** - Assists with the preparation and processing of purchase orders, including regular, then-and-now, and blanket purchase orders; reviews invoices for proper authorization and fund availability; prepares requisitions; assists with warrant preparation; prepares and records bank deposits; reconciles monthly bank statements and credit card transactions; tracks vendor payments and contract expirations; assists with waste removal assessments and related County filings; supports short- and long-range financial planning efforts, including development of 3–5 year revenue and expenditure projections.
- 20% **Payroll and Benefit Administration** - Reviews employee timesheets for completeness and accuracy; tracks leave accruals including vacation, sick, overtime, and compensatory time; assists with payroll processing and related tax reporting; prepares quarterly and annual local income tax filings; maintains benefit eligibility records including OPERS and Ohio Police & Fire Pension Fund enrollment; assists with annual payroll documentation and reporting.
- 20% **Budget and Audit Support** - Assists with annual departmental budget preparation and ongoing budget monitoring; prepares financial reports and variance analyses; develops and maintains multi-year financial forecasts (3–5 year projections); assists with capital planning and fund balance analysis; supports audit preparation and document production; communicates with auditors under the direction of the Fiscal Officer.
- 15% **Records and Board Support** - Assists with preparation and maintenance of accurate records of Board of Township Trustees meetings; prepares meeting agendas and packets as directed; prepares resolutions and financial reports; maintains official records in compliance with public records laws; assists with public records requests.
- 15% **Administrative and Communication Support** - Maintains Township calendar; updates administrative website pages; posts meeting notices and approved minutes; assists with community communications as directed; supports event coordination as assigned.
- 5% **Human Resources and Personnel Records** - Maintains personnel files and employment records; tracks new hires, promotions, transfers, and separations; maintains Bureau of Workers Compensation documentation including First Report of Injury filings; assists with implementation of personnel policies as directed by the Fiscal Officer.

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**OTHER DUTIES AND RESPONSIBILITIES:**

1. Perform other related duties as assigned by the Fiscal Officer.

**MINIMUM ACCEPTABLE CHARACTERISTICS:**

**Knowledge of:** governmental accounting principles; public sector budgeting; payroll practices and procedures; records management; human resources administration; public records laws; Township policies and procedures; Uniform Accounting Network system; workplace safety practices; English grammar and spelling; office practices and procedures; basic auditing principles.

**Skill in:** computer operation; financial software systems; spreadsheet and word processing software; use of modern office equipment; accurate data entry; mathematical computation including addition, subtraction, multiplication, division, percentages, and reconciliations.

**Ability to:** interpret and apply laws, rules, and regulations; maintain confidentiality; exercise independent judgment and discretion; define problems, collect data, and draw valid conclusions; prepare reports and correspondence; communicate effectively; maintain accurate financial records; respond to inquiries from officials and the public; manage multiple tasks; develop effective working relationships; resolve routine complaints; handle sensitive information appropriately.

**POSITIONS SUPERVISED:** None.

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