

Job Description for Nimishillen Township Assistant Fiscal Officer

General Purpose:

This position is created to assist the fiscal officer to keep accurate records of all township accounts and transactions. This individual will possess effective communication skills to work with department heads, township employees and elected officials. They will also possess knowledge of fundamental accounting procedures, knowledge of budgetary process, knowledge of government structure and how it relates specifically to townships.

Essential Functions and Responsibilities

- Receiving and depositing fund that are received by the township. Oversees all cash drawer balances. Documents and files all receipts
- Assist the Fiscal Officer in completing monthly, quarterly and annual reports
- Runs month end reports and perform required procedural duties in accordance with Township accounting system
- Processes Township invoices. Communicates with vendors and manages Accounts Payable and Accounts Receivables
- Assists the Fiscal Officer in providing day to day oversight of funds and departmental needs as it relates their respective budgets
- Issues purchase orders and blanket certificates in accordance with departmental budgets and ORC guidelines
- Assists the Fiscal Officer in balancing financial records and bank statements
- Run statements for the bimonthly Trustee Meeting
- Process timesheets and payroll for the township employees. Files and processes all withholdings including Federal, State and Local taxes
- Assist the Fiscal Officer in maintaining all employee personnel records
- Updates and maintains employee payroll deductions
- Works with the fiscal officer in preparing the annual budgets
- Assist the Road Superintendent in preparing bid documents for the Annual Road Paving, road materials and other contractual services

Qualifications:

- Bachelor's Degree in Business or Accounting Preferred
- Minimum of five years' experience in finance administration
- Preferred experience in Government Fund Accounting
- Qualified applicants must have the ability to be bonded.
- Notary Public