Village of Buckeye Lake, Ohio

JOB TITLE:	Treasurer - Fiscal Officer/ Human Resources	**EMPLOYEE NAME:**	
Department/Group:	Administrative Personnel	**Employment Status:**	Full-time
Location:	Buckeye Lake, Ohio	**FLSA Status:**	Exempt
Directly Reports To:	Mayor	**EEO Status:**	Professional
Normal Hours:	Monday – Friday 8am – 4pm	**Apply To:**	mayor@buckeyelakevillage.com

JOB DESCRIPTION

SUMMARY:

Under the direction of the Mayor, the Treasurer - Fiscal Officer / Human Resources is responsible for the financial management, recordkeeping, and administrative operations of the Village. This position serves as the statutory Fiscal Officer as defined by the Ohio Revised Code and ensures accurate accounting, reporting, and compliance with local, state, and federal requirements. Additionally, the position oversees human resources functions, maintains official Village records, and provides support to the Mayor and Village Council.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 use 12101:

Fiscal / Financial duties:

- Serves as the Fiscal Officer of the Village as defined in the Ohio Revised Code; maintains accurate financial records, ledgers, and accounts for all Village funds.
- Prepares and submits monthly financial statements, reconciliations, and reports to the Mayor and Council; prepares and manages annual budgets, appropriations, and amendments in coordination with department heads and Council; processes payroll, employee benefits, accounts payable, and accounts receivable.
- Manages grant applications, compliance, and financial reporting; oversees investments, fund transfers, and banking activities; ensures compliance with Ohio Auditor of State requirements and assist with annual audits.

Human Resources duties:

- Administers employee recruitment, onboarding, and personnel record maintenance; oversees employee benefits programs, including health insurance, retirement, and leave management.
- Maintain compliance with employment laws, workplace safety, and personnel policies; assists in policy development, employee evaluations, and disciplinary documentation; ensures confidentiality in handling sensitive employee and financial information.
- Meet all job safety requirements and all applicable safety standards that pertain to essential functions; must demonstrate regular and predictable attendance; maintain required licenses and/or certifications; attend meetings or other - job related functions outside of normal working hours, as required.

- ❖ Performs other duties as assigned.

MINIMUM QUALIFICATIONS: An example of acceptable qualifications:

- Possession of an Associate's degree or coursework in accounting, finance, public administration, or related field; Bachelor's degree preferred.
- Minimum of five (5) or more years in municipal finance, accounting, administration, human resources.
- Any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license, must remain insurable under the Village's vehicle insurance policy.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive:
Calculator, computer, computer software (e.g., Microsoft Office, UAN, Adobe, Zoom, and other applicable computer software), fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull. and/or carry objects heavier than D.O.L. strength ratings recommend.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

KNOWLEDGE OF: Village policies and procedures; office practices and procedures; generally accepted accounting principles; document preparation; public relations; records management; prevailing wage requirements; inventory control; bookkeeping; purchasing; Village insurance requirements; personnel records; Public Records Commission requirements; customer service practices and procedures; budgeting; auditing; finance; Ohio tax code; payroll practices and procedures; government grant programs; media relations; English grammar and spelling; employee benefits administration; supervisory principles and practices.

SKILL IN: Microsoft Word; Microsoft Excel; Outlook; typing; computer operation; calculator operation; telephone console operation; use of modern office equipment; written and verbal effective communication.

ABILITY TO: interpret policies, procedures, and regulations; carry out detailed but basic written or oral instructions; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy material accurately and recognize grammatical and spelling errors; complete routine forms; exercise independent judgment and discretion; read, copy, and record figures accurately; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; maintain records according to established procedures; answer routine telephone inquiries; develop and maintain effective working relationships; handle confidential matters and information; operate computer, copier, calculator, fax machine, motor vehicle, and telephone; work safely; exhibit and maintain satisfactory work ethics and public relations; work with minimal supervision.

POSITIONS DIRECTLY SUPERVISED:

None.

Last updated: