

**VILLAGE OF ROSEVILLE
JOB DESCRIPTION**

Position Title: **Chief Fiscal Officer**

Basic Function: The principle duties of the Chief Fiscal Officer (CFO) are that of keeping the financial records of the Village. He/she is required to keep a record of all revenues collected by the municipality and must keep a record of each fund showing the appropriations made to the department and charges for warrants drawn against each fund. The Fiscal Officer is required to keep such other accounts as may be necessary to show the financial condition of the municipality. ORC 733.27

Essential Functions:

1. Upon entering the office Fiscal Officer shall take an oath to support the Constitution of the United States and the Constitution of Ohio, and an oath that he/she will faithfully, honestly and impartially discharge the duties of his/her office.
2. Keep the books of the Village and exhibit accurate statements of all monies received and expended. ORC 733.28
3. Shall attend Council meetings; keep a record of its proceedings (minutes), rules, by laws, resolutions and ordinances. Post legislation required by law and subject them to all persons interest. ORC 733.27A
4. Provide information packets for all Council Members, Mayor and any interested parties for council meeting.
5. Certifies the amounts necessary to pay outstanding obligations, making sure sufficient funds are in the Village treasury. ORC 8.13 (C)
6. Shall demand and receive, from the County Auditor, taxes levied and assessments made and certified to the County Auditor by the Legislative Authority of the Village. ORC 733.44
7. Each officer required by law to give bond shall do so. Each bond, after approval, shall be filed with the Chief Fiscal Officer and be duly recorded by him/her. ORC 733.69
8. Authenticate necessary records, transcripts, orders, certificates, and other papers requiring authenticating with a seal. ORC 733.29
9. Keep records of properties owned by the Village. ORC 733.28
10. Shall audit all accounts and prepare and publish Annual Financial Report. ORC 733.45
11. Certify to the County Auditor the Certificate of the total Amount of All Sources Available for Expenditures and Balances. ORC 5705.36
12. Through the power of "Initiative and Referendum" required to be files with Village Clerk, and Chief Fiscal Officer shall accept, file and after ten days, transmit an certified copy of the text to opposed measure to the Board of Elections. ORC 57054.36

13. Required to attend annual training programs of continued education provided the State Auditor. ORC 733.27 (B)
14. Required to maintain/acquire CMC certification through continued educations.
15. Receive from all department heads, requests for the next years' appropriations and then prepare both the temporary appropriations at the end of the year and permanent appropriations at the beginning of the year.
16. Prepares end of the year reporting including W-2's.
17. Receive budget requests for the following year. Prepare and present proposed tax budget to council. Give notice of public hearing if applicable, file a copy at the Village Office and after passage, and submit to the County Auditors Office.
18. Notify the Board of Elections in writing of all vacancies. ORC 733.26 (D)(1)
19. Provides information to public according to the Ohio Sunshine Laws.
20. Shall authorize purchase orders then certify the funds are available.
21. The Auditor of State is responsible for auditing all public offices; therefore, the CFO shall make all records available for inspection...
22. Completes and approves all PERS, OP&F, Workers Compensations, Federal and State reporting.
23. Reports to Mayor and Council all fiscal affairs.
24. Works closely with Village Administrator on Village affairs.
25. Total time cards and pay accordingly, input of vacation, sick time and/or holiday is printed onto checks as taken with balance available showing on check. (NO MANUAL KEEPING AS OF 01/01/2006)
26. Keep health benefits for employees updated with pertinent information and any changes are recorded in office and with the current insurance agencies. (Change of beneficiary, dependents, and martial status.)
27. Keeps Council and Administrator updated with Appropriation Status and Fund Summary report.
28. Make sure that all revenue received into office is properly recorded and deposited.
29. Records Statement of Semiannual Apportionment of Taxes is recorded into correct funds as due to levies.
30. All other duties required by a Clerk-Treasurer according to Ohio Revised Code.
31. All other duties as required by Council.