

POSITION OPEN FOR VILLAGE FISCAL OFFICER

The Village of Roseville, Ohio is currently accepting resumes for Village Fiscal Officer.

Applicants must have a valid Ohio driver's license and pass a background check. An Associate's Degree in Accounting is preferred, and/or minimum of three years experience in accounting, a working knowledge of Microsoft Office Excel and Microsoft Word.

The Fiscal Officer is responsible for managing the finances and all accounts of the Village and assisting with the preparation of budgets and appropriations. The Fiscal Officer is responsible for various general accounting procedures including financial reporting, payroll, accounts payable and accounts receivable. In addition, the Fiscal Officer shall keep the Journal of Council, which is precise and complete record of all proceedings of Council including council workshops, have guardianship of all laws, ordinances and resolutions of Council and is responsible to carry out the administrative functions of Village Council.

The salary range for this position is \$26,000-\$45,000 and will be based off of education and experience.

The hours are Tuesday-Friday 7:00am-5:00pm.

Council meetings are held the 1st and 3rd Tuesday of each month from 6:30pm-8:00pm.

Dress code is relaxed business casual.

The Village of Roseville is seeking a qualified candidate to become Tax Administrator. Applicant must be able to multitask and be cross trained. Starting hourly rate is \$13 per hour. Applications are available at the Municipal Building, 107 N. Main St, Roseville, Ohio 43777. The Village of Roseville is an equal opportunity employer.

The Village of Roseville is accepting applications for a Full Time Billing Clerk (Water/Sewer). Individual should have experience and/or knowledge in government. Starting hourly rate is \$13 per hour. Applications are available at the Municipal Building, 107 N. Main St, Roseville, Ohio 43777. The Village of Roseville is an equal opportunity employer.