

Assistant Fiscal Officer
Village of Millersburg

The Village of Millersburg is seeking an Assistant Fiscal Officer to work closely with the Village Clerk-Treasurer, Mayor, Council and staff to oversee all daily finance operations of the Village including income tax, utility accounts, county, state, federal allocations and grant funds, etc.. Primary Responsibilities include preparation of the Village's financial reports, budget, payroll, human resources, and compliance with legal and regulatory requirements. Candidates with prior government accounting experience and UAN accounting software will be given primary consideration. This full-time position is advanced administrative work. In addition to financial operations, responsibilities also include processing all meeting preparations/minutes of Millersburg Village Council and maintaining all legislation passed by Council. Knowledge of the workings of local government, along with state and federal rules, regulations and laws, including the Ohio Sunshine Laws, is desirable. Collaboration with others and ability to multi-task to meet deadlines is a must. High School Diploma or GED equivalent with four (4) years in financial administration or two (2) years in municipal finance administration is preferred.

Salary range is based on experience and position includes benefits.

Applications are available on the village website at www.millersburgohio.com.

No phone calls please.

Send cover letter, application and resume to:
Village of Millersburg
Karen Shaffer
6 North Washington Street
Millersburg, OH 44654

Or email to karen.shaffer@millersburgohio.com.

Application deadline: 4:00 p.m. August 14, 2020 EOE/ADA