

**Village of Mantua, Ohio**

**ORDINANCE 2021-50**

*(amended)*

**AN ORDINANCE ADOPTING A JOB DESCRIPTION AND PAY SCALE FOR THE APPOINTED POSITION OF VILLAGE FISCAL OFFICER, AND DECLARING AN EMERGENCY.**

**WHEREAS**, Jenny August, elected Clerk-Treasurer for the Village of Mantua, has notified the Village that she will be resigning from that position effective October 30, 2021; and

**WHEREAS**, pursuant to Ohio Revised Code section 733.262(B), and with the passage of Ordinance 2021-49, this Council has ordained that the elected position of Clerk-Treasurer is to be abolished and combined into the appointed position of Village Fiscal Officer; and

**WHEREAS**, in order to facilitate the recruitment of a Fiscal Officer for the Village of Mantua, this Council desires to adopt a job description and pay scale for that position.

**NOW THEREFORE, BE IT ORDAINED** by the Council of the Village of Mantua, two-thirds or more of the members elected thereto concurring, that:

**SECTION 1.** This Council hereby adopts the Job Description for Village of Mantua Fiscal Officer attached hereto as “Exhibit A” and incorporated herein by reference.

**SECTION 2.** The initial pay range for the Village Fiscal Officer appointed pursuant to Ordinance 2021-49 shall be between \$20.00 and \$28.00 per hour, with the initial compensation to be established at the time of appointment and subject to periodic modification by action of Council.

**SECTION 3.** In the event that an appropriate candidate for the position is identified and hired prior to November 1, 2021, the individual hired shall be known as “Assistant Clerk-Treasurer” through October 30, 2021, and shall be compensated within the range set forth above.

**SECTION 4.** It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with Section 121.22 of the Ohio Revised Code.

**SECTION 5.** This Ordinance is hereby declared an emergency measure, effective immediately upon passage by at least two-thirds of the members elected to the Mantua Village Council, in order to facilitate recruitment, hire and training of a Fiscal Officer for the Village of Mantua at the earliest possible time.

**PASSED** in Council this 21<sup>st</sup> day of September, 2021.

ATTEST:

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Linda Clark, Mayor

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Jenny August, Clerk-Treasurer

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I hereby certify the above Ordinance was posted at the five (5) public notice locations in the Village of Mantua, Ohio, on the \_\_\_\_ day of September, 2021.

\_\_\_\_\_  
Jenny August, Clerk-Treasurer

Approved as to Legal Form:

\_\_\_\_\_  
Michele Stuck, Solicitor

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**“Exhibit A”**

**Job Description**  
**Fiscal Officer – Village of Mantua, Ohio**

**Job Description:**

1. The Fiscal Officer position is part-time with hourly wage based upon qualifications and experience. The Fiscal Officer of the Village performs all the tasks required of the Clerk-Treasurer of an Ohio statutory Village. The Fiscal Officer will work under the supervision of the Mayor and will be responsible for day to day operations of the Village finances. The Fiscal Officer will have oversight responsibility as well as the ability to perform all financial functions relating to the governance of the Village of Mantua. These include receiving and depositing funds that are received by the Village; all payroll functions which includes preparing and signing all checks for payments and payrolls; maintaining personnel files; preparing and distributing monthly, quarterly and annual reports as required by law or any reports requested by Council or the Mayor; providing information to Council on future revenue and expenditures; supervising any personnel assigned to the Fiscal Officer; performing all tasks related to the Clerk of Council, including maintenance of records of proceedings, maintenance of all Ordinances and Resolutions, and notifications of regular or special meetings and attendance at all Council and Committee meetings. During the six month probationary period the Fiscal Officer will have regularly scheduled meetings with the Mayor, Council President and Village Administrator (or their delegate) and each will provide feedback on job performance.

**Skills Desired:**

1. Associates Degree in accounting, business, finance, or related field or any equivalent combination of education and work experience which indicate possession of the skills, knowledge and abilities to perform the duties of Chief Fiscal Officer;
2. Knowledge of municipal government structure and process;
3. Knowledge of fundamental accounting procedures;
4. Knowledge of budgetary process;
5. Experience in HR and benefits administration ;
6. Proficiency with Microsoft applications, Excel, Word, Outlook, PowerPoint and PDF Exchange Editor;
7. Strong interpersonal and communication skills;
8. Ability to lead;
9. Excellent organizational and time management skills;
10. Strong work ethic; ability to work independently and exercise sound judgment;
11. Ability to prepare and present technical reports and financial analyses using Excel data graphing;
12. Familiarity with computerized municipal accounting systems such as Uniform Accounting Network (UAN);
13. Knowledge of Section 733.262 of the Ohio Revised Code;
14. Ability to communicate effectively in both written and oral forms;
15. Excellent customer service skills.

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**Duties:**

1. Receiving and depositing of village funds;
2. Preparing all purchase orders;
3. Preparing and signing of all checks for payment and payroll;
4. Serve as primary point of contact with Regional Income Tax Agency (RITA);
5. Preparing and distributing monthly, quarterly and annual reports;
6. Balancing all financial records and bank statements for Village and providing monthly reports to Council;
7. Performing all tasks related to the Clerk of Council including maintenance of all records;
8. Publishing notifications of regular or special meetings and attendance at all meetings;
9. Maintaining personnel files including records of payroll and all benefits;
10. Maintenance of all Ordinances and Resolutions;
11. Assisting the state auditor at all audits;
12. Preparing and filing all reports to Bureau of Workers' Comp, OPERS and any other required;
13. Working with the Mayor and all department heads in preparation of annual budget and presenting the annual budget to the Council for review;
14. Maintaining purchasing policy;
15. Assisting all committees or other personnel as needed;
16. Other duties as required; may include the tasks detailed on pages 3 and 4 of this job description..

**Hours:**

All hours worked shall be at the Mantua Village Hall (no off-premises work) between the hours of 8:00 am and 4:00 pm, Monday through Friday, except for evening meetings of Village Council or its committees which are also required of the employee.

**Benefits:**

Initial Salary range \$20.00 - \$28.00 hourly dependent on skills and qualifications.

**Selection Guidelines:**

Resume and letter of interest, rating of education and experience, oral interviews and reference check. Job related testing may also be required.

The duties listed above for this position are intended only as guidelines and illustrations of the various types of work that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position of Fiscal Officer is an "at will" position, and this job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.

Submit letter of interest and resume to [mantuamayor@sbcglobal.net](mailto:mantuamayor@sbcglobal.net) or Mayor Linda Clark, Village of Mantua, P. O. Box 775, Mantua, Ohio 44255. Applications will be accepted [dates].

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**FISCAL OFFICER TASKS**

**PAYROLL RELATED:**

ENTER NEW EMPLOYEES IN UAN SOFTWARE  
REPORT NEW HIRES TO OHIO NEW HIRE REPORTING WEBSITE  
REPORT NEW HIRES TO OPERS WEBSITE  
GET NEW HIRES ON HEALTH INSURANCE IF ELIGIBLE  
VERIFY ACCURACY OF SUBMITTED TIME CARDS  
CREATE SERVICE DEPT SPREADSHEET TO VERIFY WITH UAN  
CALCULATE SICK LEAVE EARNED FOR FULL TIMERS  
PROCESS PAYROLL IN UAN SOFTWARE  
EMAIL PAYSTUBS TO EMPLOYEES  
UPLOAD PAYROLL FILE TO BANK AND EMAIL ACH RECIPIENT  
CREATE REPORTS FOR PAYROLL TAXES AND WITHHOLDINGS  
PAY PAYROLL TAXES AND WITHHOLDINGS BASED ON REPORTS  
FILE QUARTERLY 941 FEDERAL TAXES  
FILE QUARTERLY UNEMPLOYMENT TAXES  
CREATE SPREADSHEET OF UNEMPLOYMENT AMOUNT PAID FROM EACH FUND  
VERIFY LEAVE BALANCES WITH DEPARTMENT HEADS  
KEEP FILES FOR ALL EMPLOYEES- PAST AND CURRENT  
FILE ANNUAL REPORTING FOR BUREAU OF WORKERS COMPENSATION  
TRACK WORKERS COMP CLAIMS  
COMPLETE UNEMPLOYMENT FORMS WHEN EMPLOYEES LEAVE  
YEAR END FEDERAL STATE, AND LOCAL REPORTING  
CREATE W-2'S FOR EMPLOYEES AT YEAR END  
CALCULATE EMPLOYEE MEDICAL PORTION FROM PAY  
ANNUAL SPREADSHEET FOR BOX 14 OF W-2'S (MEDICAL COST)

**ACCOUNTING:**

PUBLIC RECORDS REQUESTS  
PURCHASE REQUISITION TRACKING  
VERIFY FUNDS ARE AVAILABLE WHEN REQUISITIONS COME IN  
CREATE PURCHASE ORDERS  
MONITOR REVENUES  
MONITOR APPROPRIATIONS  
PAY INVOICES IN UAN AFTER MATCHING UP WITH REQUISITIONS  
TRACK UNIFORM ALLOWANCE  
SEND ANNUAL CHANGES TO CODIFIED ORDINANCES TO DRANE TO BE CODIFIED  
REPORT REVENUE AND APPROPRIATION ADJUSTMENTS TO COUNTY AUDITOR  
CREATE OR DELETE DRIVERS IN WRIGHT EXPRESS GAS CHARGE WEBSITE  
MONTHLY VISA REPORT  
MONTHLY FINANCIAL REPORTS  
ATTEND FINANCE AND COUNCIL MEETINGS  
TAKE MINUTES FOR FINANCE AND COUNCIL MEETINGS  
CREATE LEGISLATION FOR ACCOUNTING RELATED THINGS

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KEEP ORDINANCES IN BINDER AND CREATE INDEXES FOR EACH YEAR  
YEAR END CLOSING OF THE BOOKS  
UPLOAD YEAR END FILES TO AUDITOR OF STATE  
ANNUAL HINKLE FILING  
CREATE NEW UAN CODES WHEN NEW GRANT PROJECTS COME ABOUT  
PREPARE ANNUAL BUDGET AND APPROPRIATIONS FOR COUNCIL BASED ON REPORTS  
MONTHLY BANK RECONCILIATIONS  
ANNUAL PROPERTY INSURANCE RENEWAL PAPERWORK  
PREPARE THE AGENDAS FOR COUNCIL AND FINANCE MEETINGS  
CREATE AND DISTRIBUTE PACKETS FOR COUNCIL AND FINANCE MEETINGS  
ADMINISTER THE OATH OF OFFICE TO NEW DISPATCHERS AND ANYONE THAT NEEDS IT DONE

**INCOME TAX RELATED:**

DOWNLOAD MONTHLY AND SEMI-MONTHLY RITA REPORTS  
PROCESS RITA PAYMENTS IN UAN  
MONITOR FREQUENT OFFENDERS IN RITA WEBSITE  
INFORM RITA WHEN NEW RESIDENTS OR BUSINESSES MOVE INTO TOWN  
ATTEND MEETINGS WITH RITA BOARD (SOME ARE WEBINARS)  
MAINTAIN HARD COPY TAX FILES- CANNOT BE DESTROYED UNTIL JANUARY 2030

**CEMETERY RELATED:**

CREATE DEEDS IN THE UAN SOFTWARE WHEN PLOTS ARE SOLD  
MAINTAIN THE UAN CEMETERY DATABASE  
ALMOST EVERYTHING PRIOR TO 2008 STILL NEEDS ADDED TO DATABASE