



The Village of

**Golf Manor** OHIO

6450 Wiehe Road • Golf Manor, OH 45237 • 513-531-7491 • [www.golfmanoroh.gov](http://www.golfmanoroh.gov)

## *Job Posting*

### **Fiscal Officer**

The Village of Golf Manor, OH, is seeking candidates for the position of full-time Fiscal Officer. This position provides oversight of all facets of Village financial operations including budgeting, financial reporting, revenue forecasting, expense control, audit, and account reconciliation while working with financial operations of the Village including accounts payable, receivable, tax, benefits, and payroll.

The person appointed will report directly to the Village Administrator. They will work with the Village Administrator to plan, direct, manage and review all financial activities and operations of the Village, coordinating with police, service and administration departments along with other outside agencies.

Successful candidates will possess an equivalent of experience equal to or a bachelor's degree from an accredited college or university with major course work in accounting, public or business administration, or a related field. In addition, a minimum of 5 - 10 years of experience in increasing responsibility of managerial accounting and administrative experience, preferably in a municipal government setting is required.

This position requires use of word processing and spreadsheet software applications, as well as general office equipment. Strong administration, organization and time management skills are required. Strong mathematical, writing, and verbal communication skills are required along with ability to communicate effectively with residents, business owners, the public, co-workers and subordinates. Strong ability to supervise, evaluate and give feedback to peers and subordinates. Ability to execute proactive management skills required. Ability to support, implement, evaluate and adjust positive customer service principles and Village mission required. Previous grant writing experience would be a plus.

Salary is commensurate with experience. A comprehensive job description is available upon request. Submit resume and cover letter by email to:

[r.hirth@golfmanoroh.gov](mailto:r.hirth@golfmanoroh.gov)

or by regular mail to:

Fiscal Officer  
c/o Village of Golf Manor  
6450 Wiehe Road  
Golf Manor, OH 45237

The Village of Golf Manor is an Equal Opportunity Employer.

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