



The Village of

Golf Manor OHIO

6450 Wiehe Road • Golf Manor, OH 45237 • 513-531-7491 • www.golfmanoroh.gov

## *Job Posting*

### **Village Clerk/Financial Operations Manager**

The Village of Golf Manor, OH, is seeking candidates for the position of full-time **Village Clerk/Financial Operations Manager**. This position functions as a working manager, overseeing all facets of Village financial operations including accounts payables/receivables, payroll, benefits administration, and assumes the positions of appointed Tax Commissioner and Assistant Clerk of Council.

The person appointed will report directly to the Village Administrator and work with the Fiscal Officer to direct, manage and review financial operations of the Village, coordinating with the police and administration departments along with 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 years of experience in increasing responsibility of managerial accounting and administrative experience, preferably in a municipal government setting is required. CPA/CMA certification is a plus. Notary certification is a plus.

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

Salary is DOQ/DOE. In addition, the Village offers a comprehensive benefits package that includes medical, dental, vision, life insurance, HSA, retirement program (OPERS), Village-paid pension pick-up (8.5%), deferred compensation (457b) (optional), generous Personal Time Off policy, 12 paid holidays per year, FMLA, and an employee assistance program. The complete job description is available upon request.

Submit resume and cover letter to:

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

or by regular mail to:

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

The Village of Golf Manor is an Equal Opportunity Employer.

