

Fiscal Officer

Village of DeGraff

Fiscal Officer – Village of DeGraff

The Village of DeGraff is seeking a Fiscal Officer to work closely with the mayor, council, and staff to oversee all daily finance operations of the Village including 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 DeGraff Village Council and maintaining all legislation passed by council. Knowledge of the workings of local government along with the state and federal rules, regulations and laws, including the Ohio Sunshine Laws is desirable. Collaboration with others and the ability to multitask and meet deadlines is a must. Salary commensurate with experience.

This position includes family health, eye and dental benefits.

Send resume by email to: administrator@degraffoh.com or mail to PO Box 309 DeGraff, Ohio 43318 Attn: Village Administrator

Application deadline: Until filled