September 14, 2021
Tuesday- 6:30 p.m.
Village of Minster Council Chambers

SPECIAL COUNCIL MEETING

Excuse Travis
Nicole/Craig

1) Call to Order

2) Introduction of Visitors:

   a)

3) Ordinances and Resolutions:

   a)

4) Committee Reports and Discussion Items:

   Streets: Nicole, Craig S., Craig O.
   Branding: Craig S., Craig O., Curt
   Utilities: Curt, Tom, Travis
   Econ. Development: Tom, Curt, Craig S.
   Finance/Audit: Tom, Nicole, Travis
   Safety: Nicole, Craig O., Travis
   Parks: Craig O., Curt, Tom
   Personnel: Curt, Nicole, Craig S.

5) Old Business:

   a)

6) New Business:

   a)

8) Executive Session to Discuss Hiring of Personnel — Motion To Enter [illegible]

9) Motion to adjourn

Village of Minster
Position Description

Class Title: Fiscal Officer
Department: Administration
Date:

Job Code Number:
Grade Number:
Location: Administration Building

GENERAL PURPOSE:

The Fiscal Officer is an appointed position responsible for managing the financial operations of the Village and serving as the clerk of the Village Council. The Fiscal Officer will be responsible for fulfilling all duties and functions given to the Fiscal Officer under the general laws of the state of Ohio and the ordinances, resolutions, and/or policies of the Village of Minster.

SUPERVISION RECEIVED:

The Fiscal Officer will work at the pleasure of the Village Mayor and Council and be supervised by them. The Fiscal officer operates with relative independence of action in planning and carrying out day to day activities. Technical guidance in the form of operating procedures and processes have been established by the State of Ohio.

SUPERVISION EXERCISED:

Supervise the Assistant Fiscal Officer and/or Deputy Clerk

ESSENTIAL DUTIES:

- Manages the Village's financial functions and is responsible for creating and keeping the records and meeting all reporting deadlines of the Village in accordance with federal, state and local laws.
- Resolve various complex financial issues while facing pending deadlines.
- Is keenly aware of the financial position of the Village and communicate any issues regarding the position properly and in a timely manner to the Mayor and Village Council.
- Prepares all monthly, quarterly, and annual reports as required by law and distribute the appropriate information to the Mayor, Village Council and appropriate committees.
- Demonstrates ability to maintain appropriate confidentiality in handling sensitive information.
- Posts all Village financial transactions to the Village's accounting system.
- Processes and deposits funds received by the Village, disburses monies, balances bank statements, and manages funds in depositories as approved by the Village Council.
- Prepares financial transactions within the Village's approved budget, including maintain purchase orders, verification and payment of invoices, preparation of electronic fund transfers and signing of checks.
- Provide information and assistance to representatives from Ohio's office of the Auditor of State during financial audits.

- Prepares with the Village Administrator the annual budget and appropriations documentation in conjunction with the village administrator and department heads and creates and files all appropriate budget documents with the Auglaize County Auditor in a timely manner.
- Prepares and signs all checks for payments and payroll.
- Manages all accounts payable and receivable processes to ensure the proper payment of all invoices.
- Reconcile billing invoices and purchase request forms, and prepare the same for payment.
- Maintains knowledge of current trends in governmental accounting by attending workshops, reviewing professional publications, establishing networks and participating in professional organizations.
- Processes payroll including signing payroll checks or authorizing direct deposits, completion of payroll and employment records, financial and tax reports, retirement plans, unemployment and bureau of Workers Compensation data and any employee benefits.
- Maintains all the personnel records of the Village and performs human resources duties and management as necessary, including but not limited Worker's Compensation items.
- Attends Village Council and Finance Committee meetings, preparing minutes of Council meetings, maintaining an accurate records of all ordinances and resolutions passed by Council.

PERIPHERAL DUTIES:

- Coordinate with the village utility billing personnel.
- Receive and handle public inquiries, input and complaints from a variety of sources (e.g., e-mail, mail, phone, in-person).
- Greet and meet with walk-in office visitors.
- Cooperate with other work units and employees of the Village organization to accomplish tasks and projects.
- Perform other duties as assigned by Mayor or Council.

DESIRED MINIMUM QUALIFICATIONS:

- Graduation from a 4-year college in accounting or Business Management or related field of study.
- Graduation with a 2-year degree in accounting or related field and equivalent experience so as to indicate the possession of the knowledge, skills and abilities required to perform the duties of Fiscal Officer.
- Must maintain a valid Ohio Driver's License and have the ability to drive.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of fund accounting.
- Knowledge of budgetary process.
- Knowledge of municipal government process.
- Ability to prepare financial reports and analysis.
- Knowledge of office practices, procedures, and equipment.
- Ability to comprehend financial reports.

- Ability to have well developed interpersonal and communication skills to establish and maintain effective working relationships with other employees, officials, vendors, the public, negotiate effectively and to deal with public relations problems courteously and tactfully.
- Ability to identify alternative solutions or approaches to problems, and then using logic and reasoning to identify strengths and weaknesses of those alternatives.
- Ability to communicate effectively, both orally and in writing in the English language.
- Ability to make responsible decisions in accordance with established policies and procedures.
- Ability to establish and maintain effective working relationships with others.
- Ability to work independently with limited direction given.
- Ability to apply problem solving skills and perform critical thinking.
- Ability to exercise independent judgement, and deal with many variables and determine specific action.
- Ability to prioritize to handle multiple time demands and deadlines.
- Ability to abide by confidentiality requirements.

SPECIAL REQUIREMENTS:

- Must be bondable.
- Must pass a pre-employment drug/alcohol screen and criminal background check.

EQUIPMENT USED:

- Applicant should have working knowledge of cash register, personal computers, copy machine, postage machine, fax machine, calculator, copier and printer.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee must be able to bend over frequently and sit or stand for long periods of time. The employee is occasionally required to walk; use hands to handle, or operate objects, tools, or controls; and reach with hands and arms.

- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

SELECTION GUIDELINES:

- Formal application, rating of job experience, oral interviews, successful completion of reference, credit and background checks.

The duties listed 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 form the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and the requirements of the position change.

Powers: Duties of Fiscal Officer

2. Fines and fees - The mayor shall not receive, for the mayor's own, any money collected through the court, but shall disperse such money to the village and the county as directed in Section 733.40. (Ohio Revised Code Section 733.40)

3. Deposits - Court costs are always paid into the municipal treasury, as are fines and forfeitures for violations of village ordinances. Fines and forfeitures arising from State laws are paid into the county treasury, unless the arrest is made by the highway patrol, for which 45 percent is paid to the State and the balance is paid into the village treasury. All money collected by the mayor's court should be deposited with the village treasurer. (Ohio Revised Code Section 5503.04)

4. Records - The mayor must keep a docket of the cases before the court, a cashbook, duplicate receipts, and other related documents showing the disposition of each case. In keeping the docket and other files, the mayor shall be governed by the laws pertaining to county courts. (Ohio Revised Code Sections 1905.21 and 1905.01)

IV. Village Clerk

A. The clerk is the chief fiscal officer of the village and the clerk for the village council. The village council may, by majority vote, combine the duties of the clerk and the treasurer into one office to be known as the clerk/treasurer. The clerk/treasurer must have the same qualifications as the clerk. (Ohio Revised Code Sections 733.26 and 733.261)

B. Qualifications and Term

1. Elected Position - The clerk's or clerk/treasurer's position may be filled through a municipal election. The clerk or clerk/treasurer must be an elector of the village and is elected to a term of four years. (Ohio Revised Code Section 733.26)

2. Appointed Position - The village council may pass, by two-thirds vote, an ordinance or resolution to combine the duties of village clerk and village treasurer into one appointed office, known as the village fiscal officer. (Ohio Revised Code Section 733.262)

   So that no election for the office of village clerk or village treasurer is held after the passage of the ordinance or resolution, a certified copy of the ordinance or resolution must be filed with the board of elections according to established guidelines.

   If a vacancy exists in the office of village clerk or village clerk/treasurer, the village council may pass, by two-thirds vote, an ordinance or resolution appointing a village fiscal officer and the change will take effect on the effective date of the ordinance or resolution.

A village fiscal officer will be appointed by the mayor, with approval by majority vote of the village council. The village fiscal officer need not be an elector of the village or reside in the village at the time of appointment; however, must become a resident of the village within six months of the effective date of the appointment unless an ordinance is passed approving the fiscal officer's residence outside of the village. A village fiscal officer may be removed without cause either by the mayor, with approval by majority vote of the village council, or by a three-fourths vote of the village council, with or without the consent of the mayor.

3. Eliminating Appointed Fiscal Officer - The village council may abolish the appointed fiscal officer's position and return to an elected office of village clerk/treasurer by passing an ordinance or resolution by a two-thirds vote. If a vacancy exists in the office of village fiscal officer, the abolition shall take effect on the effective date of the ordinance or resolution, and the mayor will appoint a village clerk/treasurer to serve until the first day of April following the next regular municipal election. A certified copy of the ordinance or resolution must be filed with the board of elections according to established guidelines.

   If no vacancy exists when the abolishing ordinance or resolution is passed, the person elected at the next regular municipal election will become village clerk/treasurer and serve a four year term commencing on the first day of April following the election.

C. Clerk of the Board of Trustees of Public Affairs - The village council may "by majority vote" merge the duties of the village clerk with those of the clerk of the board of trustees of public affairs and allow additional compensation, but the village clerk may not serve in both positions without a merger. (Ohio Revised Code Section 733.28)

D. Powers and Duties

1. Clerk of Council - The clerk shall attend all council meetings and keep a record of all proceedings, rules, bylaws, and legislation. When new village laws require publication, the clerk shall certify that publication was made. (Ohio Revised Code Sections 733.27 and 731.24)

2. Records and accounts - The clerk must keep accurate statements of all money received and expended by the village. The clerk must keep records of all property owned by the village. The clerk must keep records of all taxes and assessments. (Ohio Revised Code Section 733.28)

3. Auditing of accounts; review of expenditures - At the end of each fiscal year or sooner if required by village council, the clerk shall audit the accounts of all village officers and departments. The clerk shall prescribe the accounting procedures for the village, subject to the approval of the Auditor of State. The clerk shall not allow the amount set aside for any appropriation to be overdrawn or drawn upon for other than the proper purpose. (Ohio Revised Code Sections 733.15, 733.16, and 733.17)

4. Certification of election of officers - The clerk shall certify to the court of common pleas, the election of each village officer with judicial powers. (Ohio Revised Code Section 733.15)

5. Official bonds - Any officer or employee required by village council to furnish bond shall file their bond with the clerk. (Ohio Revised Code Section 733.69)

6. Annual certification of funds - At the beginning of each fiscal year, the clerk shall certify to the county auditor all available sources for expenditure for each fund of the taxing authority to allow the county budget commission to amend its certificate of estimated resources. (Ohio Revised Code Section 5705.36)

7. Contracts and certification - The clerk and the mayor must sign village contracts. Any contract or expenditure, unless exempt, must have attached the clerk's certification that the necessary funds are available. (Ohio Revised Code Sections 731.14 and 5705.41)

8. Other duties - The clerk is involved in most areas of village operation, such as bonds and assessments, and the duties are discussed under those areas.

V. <u>Village Treasurer</u>

A. The treasurer collects and disburses resources of the village. This office may be combined with that of the clerk as clerk/treasurer. (Ohio Revised Code Section 733.261)

B. Qualifications and Term

1. Elected Position - The treasurer's position may be filled through a municipal election. The treasurer must be an elector of the village and is elected to a term of four years. (Ohio Revised Code Section 733.42)

2. Appointed Position - The village council may pass, by two-thirds vote, an ordinance or resolution to combine the duties of village clerk and village treasurer into one appointed office, known as the village fiscal officer. (Ohio Revised Code Section 733.262)

C. Powers and Duties

1. Acquisition and disbursement of funds - The treasurer shall acquire from the county treasurer those village taxes and assessments placed on the county auditor's tax list for collection, money collected by the mayor's court, and amounts due to the village to be disbursed upon proper authorization. (Ohio Revised Code Sections 733.44 and 733.46)

2. Accounts and reports - The treasurer must keep accurate accounts of all money received or disbursed identifying the amount, date, payer and payee, and account. The books must provide separate accounts for each fund and appropriation. The treasurer and the clerk should maintain the same accounts, since they must be reconciled. The treasurer shall settle and account with the village council quarterly, and as village council directs. At the first January meeting of village council each year, the treasurer shall report on the village financial condition, including amounts of receipts, disbursements, and accounts. The balance of each fund shall be reported. The treasurer shall also keep a treasury investment account documenting the investment of treasury funds. On the first Monday of each month, the clerk is obligated to provide detail statements of receipts and expenditures of the past month to the heads of village departments. (Ohio Revised Code Sections 733.43, 733.45, 733.47, and 733.14)

D. Deposit of Funds - Village funds must be deposited according to the Uniform Depository Act, Ohio Revised Code Chapter 135.

E. Tax Administrator - The legislative authority (council) of the village, that operates under a general statutory plan of municipal government, may appoint an individual known as the tax administrator to assist the village treasurer in matters relating to income taxes. The individual so appointed must be an employee of the treasurer's office and be responsible to, and under the control of, the village treasurer.

VI. <u>Village Administrator</u>

A. Appointment and Abolishment - The village council may establish the position of village administrator, to be appointed by the mayor subject to council's approval. An elected official of a village may be appointed to the position village administrator but the elected official must resign his or her elected position prior to appointment as administrator and he or she may not serve as an elected official of the village during his or her tenure as administrator. In addition, in any such situation, the elected official must take care to avoid ethical violations by refraining from or using the influence of his or her position to secure appointment as administrator or by participating in any way in the selection process. Upon the lawful appointment of the village administrator, any board of trustees of public affairs must be abolished. Upon the abolishment of the position of village administrator, a board of trustees of public affairs automatically is formed, with three positions appointed by the mayor with council approval, to serve until their successors can be elected. (Ohio Revised Code Sections 735.271 and 735.272)

B. Powers and Duties - The village administrator manages any public utilities and collects any rents for them. The administrator may make bylaws and regulations relating to these utilities, which must not be inconsistent with village or State laws. The administrator supervises the maintenance of public places, streets, and sidewalks. The administrator may appoint those employees authorized by village council, with the mayor's approval. The administrator has all powers of the board of public affairs and street commissioner, plus other powers and duties set by ordinance of village council. However, the administrator cannot establish utility rates. Utility rates are determined by village council. The administrator is under the general supervision and control of the mayor. (Ohio Revised Code Section 735.273)

Fiscal Officer Interview Questions

1. What makes the position interesting to you?
2. What skills do you think are essential for this position? Do you have those skills?
3. How well do you work with people? Why do you feel that is?
4. Ever have difficulty with people? How did you resolve that issue?
5. Ever have to deal with a difficult co-worker? How did you handle the situation?
6. What motivates you to go the extra mile on a project or job?
7. Tell me how you organize, plan and prioritize your work?
8. Share an example in which your attention to detail and thoroughness had an impact?
9. Tell us about the last time you monitored or reviewed information and detected a problem? How did you respond?
10. Tell me about a time when faced with a tight deadline. What did you do to ensure a positive outcome?
11. Tell me about your experiences and education and how it relates to the fiscal officer's position?
12. What have you done to improve your knowledge for a fiscal officer's position in the last year?
13. Explain what accounts payable and accounts receivable mean and how to process each one differently?
14. In a scenario where a fund does not balance, how would you handle this situation?
15. Describe your experience as it relates to formulating budgets?
16. How would you approach budgeting?

17. What are the main keys in helping a Village establish an effective budget?

18. How to you ensure that expenditure controls are maintained?

19. What methods do you use to check data for accuracy to avoid errors?

20. How would you handle a case of fraud that you uncovered as a fiscal officer?

21. After an audit, how would you handle their findings both in correcting them and how would you feel personally?

22. The fiscal officer's position requires that person to attend meetings in the evenings, will that be a problem?

23. What applicable software programs are you familiar with?

24. Name three personal strengths that will help you do this job?

25. Some people are just a numbers person. The yare tedious and just have to get it right. Is that you?

26. Council has relied heavily on our fiscal officer for sound judgement and advice. For example, whether our budget can handle an additional $200,000 expense this year. Or whether taking out another loan for a roadway improvement is wise. Or offering options for how certain funds can be used to pay for a purchase or service. Can you handle that pressure and develop that level of judgement?

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