



VILLAGE OF PENINSULA  
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November 15, 2018

**JOB POSTING**

The Village of Peninsula, Ohio is seeking applications for the position of Fiscal Officer. The Village's population is approximately 565 and its annual general fund budget is around one million dollars. Both full-time and part-time applicants will be considered. Qualified candidates should have prior public finance experience with municipal public finance experience being preferred. Candidates must have familiarity and experience working with a UAN system and the ability to use Microsoft Excel. The current rate of pay is \$20.50 per hour, but Village Council is willing to amend the pay rate based upon qualifications and experience.

The Village Fiscal Officer is appointed by the Mayor subject to confirmation by the Village Council. The Finance related duties consist of preparing Village budgets and financial reports to Council, accounting for the Village's revenues and expenditures, approving purchase orders and making payments, preparing the Village's payroll, reconciling bank statements, making employee tax and pension filings and payments, advising the Village as to necessary appropriation amendments, completing and submitting any necessary federal, state, and county financial reports, submitting financial information to Ohio Online Checkbook, and acting as the JEDD Administrator and Income Tax Administrator (the Village utilizes RITA for its tax collections).

The Fiscal Officer also is responsible for acting as the Village Clerk. Those duties include attending legislative meetings, keeping the minutes and legislative records, human resources matters, handling public records requests, records review and disposal tasks, and other related matters. Depending on the qualifications and desires of the candidates, Village Council will consider severing the Clerk duties from the position and having those duties performed by another employee.

The complete job description is set forth on the Village website, [villageofpeninsula-oh.gov](http://villageofpeninsula-oh.gov). Resumes shall be sent to the Village's Administrative Clerk, Marty Kuboff, either by mail at the above address or by email to [admin@villageofpeninsula-oh.gov](mailto:admin@villageofpeninsula-oh.gov). The position will be posted until it is filled. The Village of Peninsula is an equal opportunity employer.