

### **Sycamore Township Fiscal Officer**

Sycamore Township is seeking a Township Fiscal Officer. This is an appointment by the Sycamore Township Trustees for an elected position with excellent benefits. The Trustees are looking for the appointee to take office February 1, 2023 \*Any successor chosen must have the qualifications of an elector (be at least 18 years of age and reside in Sycamore Township). The newly appointed Fiscal Officer would then run in the November, 2023 General Election and must be elected to remain in the position.

Job Class: Elected Official Compensation: \$33,297 Annually, Per ORC §507.09

The Township Fiscal Officer is responsible for overseeing the Township's budget and investments. The Fiscal Officer is responsible for providing daily governance of the Township's funds and ensuring that monies are spent in accordance with fiscal policy. The Fiscal Officer is responsible for all regulatory financial reporting and compliance.

#### Functions of the Fiscal Office

- Establish policies and procedures for cash management, accounting, and payroll
- Prepare monthly and yearly budgets while continually monitoring expenditures
- Prepare and submit annual financial statements including notes to state auditor
- Manage biennial financial audit
- Maintain accurate record of Township Board of Trustees meetings
- Attend at least one meeting of the Township Board of Trustees each quarter of every year
- Collaborate with the Township Board of Trustees on financial decisions

#### Special Conditions of Employment

- Must reside within Township boundaries
- Elected term is four (4) years beginning April 1st following election
- Per ORC 507.93 obtain \$250,000 performance bond
- Complete newly elected and re-elected state educational requirements
- Per ORC 109.43(B) complete the required three (3) hour public records training per elected term
- Administer oaths and certify affidavit

Contact the Township Administrator, Tracy Kellums, at 513-792-7257 if you have any questions related to this employment opportunity. To state your interest in the position, email a letter of interest to the Township Administrator (tkellums@sycamoretownship.org) **by 4:00 pm on Wednesday, November 30, 2022.**