

# VILLAGE OF GREENWICH, STATE OF OHIO

45 Main Street

Greenwich, OH 44837

Phone: (419) 752-2441 Fax: (419) 752-1903

[www.fiscalofficer@villageofgreenwich.com](mailto:www.fiscalofficer@villageofgreenwich.com)



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## Job Opening: Fiscal Officer / Payroll & Tax Clerk

### Village of Greenwich

The Village of Greenwich is seeking a detail-oriented, trustworthy, and organized **Fiscal Officer/Payroll/Tax Clerk** to manage the Village's financial records, payroll functions, income tax administration, and related clerical duties. This position plays a vital role in ensuring accurate financial operations and professional service to our residents

### Position Overview

The Fiscal Officer maintains the Village Office, manages official records, and fulfills all statutory duties as outlined in the Ohio Revised Code and Village Ordinances. This role also includes serving as the Village Tax Clerk and performing essential payroll, bookkeeping, and administrative tasks.

This position reports administratively to the Mayor as needed, consistent with statutory duties

### Employment Type: Full-Time

**Benefits:** Health insurance, dental, vision, Public Employees Retirement System (PERS), life insurance

### Skills Desired:

- Associates Degree in accounting, business, finance, or related field or any equivalent combination of education and work experience which indicate possession of the skills, knowledge and abilities to perform the duties of Chief Fiscal Officer;
- Familiarity with computerized municipal accounting systems such as Uniform Accounting Network (UAN);
- Knowledge of municipal government structure and process;
- Knowledge of fundamental accounting procedures;
- Knowledge of budgetary process;
- Experience in HR and benefits administration ;
- Proficiency with Microsoft applications, Excel, Word, Outlook, PowerPoint and PDF Exchange Editor;
- Strong interpersonal and communication skills;
- Ability to lead;
- Excellent organizational and time management skills;
- Strong work ethic; ability to work independently and exercise sound judgment;
- Ability to prepare and present technical reports and financial analyses using Excel data graphing;
- Knowledge of Section 733.262 of the Ohio Revised Code;
- Ability to communicate effectively in both written and oral forms;
- Excellent customer service skills.

### Key Responsibilities

#### Fiscal & Administrative Duties

- Maintain the Village Office during Council-designated public hours.
- Maintain all required financial, administrative, and public records.
- Fulfill duties required by the Ohio Revised Code (including ORC 733.262) and the Ohio Constitution.
- Provide clerical and administrative support to the Mayor, Village Administrator, Council, and Village Boards.
- Attend Council meetings and serve as clerk to the Mayor.
- Prepare payrolls, taxes, monthly financial reports, pension reports, and insurance documentation.

#### Income Tax Administration

- Act as the Village Tax Clerk and ensure compliance with State Code and Village Ordinances.
- Receive and record all income tax payments.
- Maintain detailed taxpayer records for a minimum of five years.
- Enforce income tax rules, regulations, and audit procedures.
- Identify and correct missing or inaccurate tax filings.
- Issue written determinations of tax owed, including interest and penalties.
- With appropriate approvals, compromise interest or penalties when applicable.
- Prepare annual reports of all tax collections.

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## Clerical & Financial Processing

- Prepare bank deposits and complete daily and monthly deposit reports.
- Review utility lists for new taxpayers and open new accounts.
- Operate bookkeeping systems to post expenditures, income, and general ledger entries.
- Balance and post financial control reports.
- Assist residents with inquiries, provide information, and resolve disputes.
- Type bills, forms, and other documents; issue receipts; maintain accurate office records.

## Minimum Qualifications & Skills

- Knowledge of office practices, procedures, and computer systems.
- Ability to calculate taxes, perform utility billing, and complete bookkeeping tasks.
- Strong analytical skills with the ability to collect and interpret data.
- Ability to maintain confidentiality and use sound judgment.
- Ability to develop and maintain positive working relationships with staff and the public.
- Proficient in operating standard office equipment.
- Typing speed of at least 55 wpm.

## Other Requirements

- Must be able to maintain professional and accurate records.
- Must perform additional related duties as assign

## How to Apply:

Interested candidates should submit a resume, cover letter, and three professional references

To:

Village of Greenwich

Attn: Fiscal Officer Job Opening

45 Main Street, Greenwich Ohio 44837

OR email to: [fiscalofficer@villageofgreenwich.com](mailto:fiscalofficer@villageofgreenwich.com)