

Assistant Fiscal Officer  
Radnor Township Trustees, Delaware County, Ohio

Reports to: Fiscal Officer

FLSA Status: Non-exempt

Work schedule: part-time

Remote work: no

Hourly Rate: \$25-30/hr.

The Assistant Fiscal Officer is responsible for managing the Townships accounting records in the Uniform Accounting Network (UAN) software and performing a variety of accounting, fiscal, payroll, AR/AP, record keeping and other administrative duties of the department, and pursuant to Ohio Revised Code Section 507.021.

Essential functions include the following:

- Issue payments for all expenses of the Township.
- Monitor appropriations and purchase orders and assist with necessary changes.
- Process payroll and associated payments and reports.
- Serve as primary contact for staff and vendors to provide fiscal guidance related to Radnor Township.
- Perform special projects per needs of the Fiscal Officer.
- Create revenue estimates and appropriations for approval by Trustees and manage year end closing process as well as establishment of the new year in accounting software (UAN).
- Receive funds, deposit in bank and post to UAN.
- Manage grant funds.
- Process monthly OPERS retirement reports.
- Create, update, and maintain department records in accordance with records retention schedules.
- Other duties as assigned.

Education and Experience:

- Bachelor's degree in Business, Finance or Accounting desired.
- Experience in Accounting/Finance required, demonstrated progressive experience in knowledge area and Fund Accounting desired.
- Basic knowledge of Fund Accounting Requirements per Auditor of State.
- Advanced knowledge of Accounts Payable/Receivable processes.
- Basic knowledge of budgets and appropriations.
- Advanced skill in Microsoft Office, especially Excel.
- Intermediate skill in use of UAN or similar accounting software.
- Ability to analyze data and make fiscally responsible conclusions.

- Ability to reconcile various systems and find issues and correct them.
- Eligible for Performance bond pursuant to Ohio Revised Code Section 507.021.
- Must be a township resident.

**ACKNOWLEDGMENT OF RECEIPT OF JOB DESCRIPTION**

This job description is intended to convey information essential to understand the scope of the job and the general nature and level of work performed. However, this is not a complete list of qualities, skills, efforts, duties, responsibilities or environmental conditions associated with this position.

This job description can be changed at any time by the Board of Township Trustees of Radnor Township, with or without notice. This job description is not an employment contract, express or implied. All employees, unless under a Collective Bargaining Agreement or similar contract approved by the Board of Trustees, is an at-will employee and either the employee or Radnor Township can terminate the employment relationship at any time (for any reason or no reason). No representative of Radnor Township has the authority to enter into an agreement with an employee that is contrary to the foregoing. I acknowledge that I have received and reviewed this job description and have been provided the opportunity to discuss the scope of this position and requirements.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_