

Job Description: Assistant to the Fiscal Officer

Village of Hanover, Ohio

Reports to: Fiscal Officer/Department Chairs/Mayor

Position Summary

The Assistant to the Fiscal Officer provides administrative and financial support to the Fiscal Officer in the day-to-day operations of the village. This role helps maintain accurate financial records, and supports compliance with local, state, and federal regulations. The position also involves clerical and records management tasks.

Key Responsibilities

Clerical & Administrative Tasks

- Maintain accurate records of village ordinances, resolutions, and meeting minutes.
- Assist with Council, Planning, and Board of Zoning Appeal meeting scheduling, posting, agendas, minutes, and legislation documentation.
- Assist with zoning permit process and record keeping.
- Serve as custodian of official village documents and public records.
- Respond to public records requests in coordination with the Fiscal Officer.
- Coordinate with supporting agencies for community events such as River Round Up, Yard Sale Days, and Rummage Collection
- Answer phones, greet visitors, and provide general administrative support.

Compliance & Reporting

- Assist in the preparation of reports for state and county agencies.
- Help ensure records and documentation meet audit requirements.
- Maintain confidentiality of sensitive information and uphold village policies.

Budget & Audit Assistance

- Provide support during the annual budget development process.
- Help compile data for audits and support audit preparation.

Special Projects

- Support grant applications and tracking under the direction of the Fiscal Officer.
- Assist in utility billing or other village services as needed (if applicable).

Qualifications

- High school diploma or equivalent; associate degree in accounting, business, or public administration preferred.
- Basic knowledge of bookkeeping, accounting principles, or municipal finance is helpful.
- Proficiency with Microsoft Office (especially Excel); experience with UAN, QuickBooks, or similar financial software is a plus.
- Strong attention to detail and organizational skills.
- Ability to maintain confidentiality and work independently with minimal supervision.
- Prior experience in a government or office setting is preferred but not required.

Other Requirements

- May require bondability and background check.
- Residency within the village or nearby may be preferred or required by ordinance.

Employment Terms

Part-Time

20 hours/week. Monday/Wednesday 12:00 – 4:00 PM Public Hours. Second and Fourth Wednesday of each month public meetings, evenings.

Salary \$15,000 annually.

Ohio Public Employee Retirement System

*** Please submit resume with qualifications and professional references to Councilor Pam Vogel at finances@hanoverohio.net no later than 4:00 PM on June 23, 2025