

The Village of Ada is currently accepting applications for a Fiscal Officer

Qualifications for the position include:

- Completion of a bachelor's degree in accounting or related field;
- 2 years' experience in municipal finance or related field;
- Proficiency with a variety of computer software, and the ability to learn new software quickly and effectively;
- Familiarity with general ledger accounting and payroll processing;
- Equivalent combination of education, experience, and training.

The role of the Fiscal Officer is vital in the daily and long-term operations of the Village of Ada. The Fiscal Officer is responsible for accurately preparing and maintaining all financial records for the village, including, but not limited to, budget documents, bank statement reconciliation, managing investment portfolio, posting expenses and revenue in a timely manner and bi-weekly payroll processing.

The Fiscal Officer is also responsible for serving as the clerk of Village Council, which includes preparation of meeting documents and attendance at Village Council regular meeting on the 1st and 3rd Tuesdays of each month and special meetings, as called.

The successful candidate must have the following skills:

- Detailed oriented; willingness to learn on the job and utilizing both internal and external training resources.
- Accurate and thorough in reviewing financial documents; timely in reporting, including meeting deadlines per law.

This position is a full-time position with comprehensive benefits. Salary is based on skill and experience; the current salary range is **\$79,000-\$111,000**.

Interested candidates are encouraged to review the complete classification specification found on the Village's website for a more detailed description of the position.

For more information on the position please visit:

<https://www.adaoh.gov/employment-opportunities>

To apply, please visit our website at www.adaoh.gov, and click on the "apply tab." There you will find an application that you can download, complete, and email or drop off or mail to us. There is also a webform application that can be completed on the website. Resumes are welcome as attachments to the application.

Deadline for application is March 16th

Anticipated start date May 18th or May 25th