



**Position Title:** Clerk-Treasurer

**Department:** Administration / Finance

**Reports To:** Village Administrator

**Pay Status:** Hourly

**Term:** Two-year appointed position (per Charter, may be reappointed)

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### **General Purpose**

Serves as the Village's chief fiscal officer and clerk to council, responsible for the custody, management, and reporting of all municipal funds in compliance with Ohio law and the Village Charter. Oversees payroll, accounting, budgeting, investments, records management, and financial reporting; and supports the Administrator, Mayor, Council, and public with accurate financial and legislative services.

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### **Essential Functions**

#### Fiscal Administration

- Directs and controls all Village financial operations, including revenues, expenditures, payroll, purchasing, and investments
- Prepares financial statements and required reports for the Administrator, Mayor, Council, Budget / Finance / Audit Committee, Lucas County Auditor, and the State of Ohio
- Ensures compliance with Ohio Revised Code and Auditor of State requirements,
- Manages cash flow, monitors fund balances, and advises on financial risks and opportunities
- Coordinates biennial State audits and implements corrective actions as needed
- Oversees banking relationships, public funds depositories, and investment activities

#### Budgeting & Financial Planning

- Prepares annual operating and capital budgets in collaboration with departments, the Village Administrator, and the Budget / Finance / Audit Committee
- Develops multi-year revenue and expenditure forecasts
- Prepares and files Certificates of Estimated Resources, appropriation and fund transfer ordinances, and budget amendments
- Maintains historical financial data to support long-term planning and decision-making

#### Payroll & Personnel Finance

- Administers all payroll functions, including wages, withholdings, benefits, OPERS and Police pensions, garnishments, and tax filings
- Ensures timely processing of bi-weekly, monthly, quarterly, and annual payroll reporting (W-2s, 1099s, IRS, State of Ohio)
- Maintains payroll records, personnel files, and benefit accruals
- Coordinates workers' compensation, unemployment, and related payroll compliance requirements

### Purchasing, Accounts Payable & Receivable

- Administers purchase orders, accounts payable, accounts receivable, and revenue collection
- Reviews and processes invoices and payments, including ACH transactions
- Maintains financial software systems, monthly and annual closeouts, reconciliations, and record retention
- Oversees grant financial administration, invoicing, reimbursement requests, and compliance documentation

### Clerk to Council (Charter Duties)

- Serves as Clerk to Council and attends all regular, special, and Committee of the Whole meetings
- Prepares agendas, ordinances, resolutions, minutes, and official legislative records
- Maintains custody of the municipal seal and executes official documents
- Posts ordinances and resolutions as required by law
- Oversees records management, administrative public records requests, and records retention schedules

### Public & Administrative Support

- Acts as a primary point of contact for financial inquiries from residents, staff, and external agencies
- Provides financial and administrative support to the Village Administrator, Mayor, Council, and committees
- Supports maintenance of the Village website and public financial disclosures

### Attendance & Meeting Requirements

Attendance is required at:

- Regular and special Council meetings (first and third Tuesday of each month, 6:00pm)
- Committee of the Whole meetings
- Budget / Finance / Audit Committee meetings
- Records Commission meetings
- Other meetings as required

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### **Essential Qualifications**

- High school diploma or equivalent; bachelor's degree in public administration, finance, accounting, or related program preferred
- Demonstrated training and experience in accounting, bookkeeping, or governmental finance
- Experience in local government preferred
- May not hold public office while serving the Village of Holland

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### **Critical Skills/Expertise**

- Knowledge and experience of governmental finance including accounting, budgeting, investments, debt, payroll, and auditing standards
  - Knowledge of the public policy aspects of local government including structure and processes
  - Written, verbal communication and presentation skills necessary to present complicated financial concepts to a wide variety of individuals, including Village Council, auditors, colleagues, and the general public
  - Ability to research and resolve accounting issues that are identified through budgetary reviews and regular reconciliations
  - Ability to create and implement finance, accounting and internal control policies
  - Ability to develop complex reports and position papers and prepare analyses
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### **Working Conditions (Location, Hours, Physical Requirements)**

Work is primarily done in an office in the Village's Municipal Building. May also travel to other sites for trainings in- and outside the village. The work schedule is primarily Monday through Friday, 8am to 4:30 pm, with a 30-minute unpaid lunch. May be required to come in earlier or work later for specific tasks, meetings or events. Required to sit and move about the workplace; talk & hear; use hands and fingers to handle or feel. Must be able to lift/push/pull up to 30 pounds. Tasks may involve extended periods of time at a keyboard or workstation.

Note that position description is illustrative of typical duties of the Clerk/Treasurer but in no manner states or implies that these are the only duties and responsibilities which may be performed by the position incumbent. The incumbent will be required to follow the instructions and perform duties required by the Administrator, Mayor, and/or Council.

**Application:** To apply, please send a resume and cover letter to the Village Administrator at [myerholtz@hollandohio.com](mailto:myerholtz@hollandohio.com)