

Village of Higginsport
Now Hiring: Village Fiscal Officer (Part-Time)

The Village of Higginsport is seeking qualified applicants for the position of Village Fiscal Officer. This is a part-time, salaried position, with compensation based on experience. This posting will remain open until the position is filled.

Job Summary

Under the direction of the Mayor and Village Council, the Fiscal Officer serves as the Chief Financial Officer and Clerk for the Village of Higginsport. This position is responsible for overseeing all fiscal operations, ensuring compliance with Ohio statutes, meeting required reporting deadlines, maintaining accurate financial records, and performing duties as required by law and Village policy.

Key Responsibilities & Duties

- Serve as Treasurer for the Village and oversee receipt, safekeeping, and disbursement of funds
- Maintain accurate records of all funds received and expended
- Prepare warrants and records of disbursements upon authorized approval
- Manage authorized Village investments in accordance with state law
- Maintain records of Village-owned property
- Acquire and track taxes and assessments from the County Treasurer
- Utilize the Uniform Accounting Network (UAN) operated by the Ohio Auditor of State

Chief Fiscal Officer Duties

- Prepare and present financial statements and monthly reports
- Submit required reports to state, federal, and auditing agencies
- Coordinate and assist with audits
- Prepare year-end financial reports
- Maintain financial records in compliance with Ohio law
- Prepare payroll, deductions, and personnel payment records
- Maintain Village personnel files

Clerk / Council Duties

- Attend Village Council and committee meetings and record minutes
- Open, interpret, and record public bids
- Operate standard office equipment
- Perform other duties as assigned by the Mayor or Village Council

Qualifications

- High School diploma or equivalent
- Knowledge of accounting and bookkeeping practices
- Ability to work independently with limited supervision
- Ability to handle confidential information professionally
- Strong written and verbal communication skills
- Ability to work flexible hours as required
- Ability to complete work accurately and in a timely manner
- State certification required within six (6) months of employment; prior certification is a plus.

Position Details

Employment Type: Part-Time Employee

Compensation: Salaried, pay dependent on experience

How to Apply

Please submit a resume via email to:
Villageofhigginsport@gmail.com