



VILLAGE OF PENINSULA

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July 27, 2026

VILLAGE OF PENINSULA FISCAL OFFICER JOB POSTING

The Village of Peninsula, Ohio is seeking applications for the part-time position of Fiscal Officer. The position allows for a flexible and largely remote work schedule that is currently restricted to a maximum of 20 hours per week. The rate of pay is \$32 per hour for 2026 and \$33 per hour for 2027. The Village's population is approximately 540, and its annual general fund budget is around 1.8 million dollars. Qualified candidates should have significant prior public finance experience with municipal public finance experience preferred. Candidates must have familiarity and experience working with a UAN system and the ability to use Microsoft Excel. The Village Fiscal Officer is appointed by the Mayor subject to confirmation by the Village Council. The Finance related duties consist of preparing Village budgets and financial reports to Council, accounting for the Village's revenues and expenditures, approving purchase orders and making payments, providing information to ADP for the Village's payroll, reconciling bank statements, making employee tax and pension filings and payments, advising the Village as to necessary appropriation amendments, completing and submitting any necessary federal, state, and county financial reports, proving information and records necessary for once every two-year state audits, and acting as the JEDD Administrator and Income Tax Administrator (the Village utilizes RITA for its tax collections). The Fiscal Officer also acts as the Clerk of Council. Those duties include signing meeting minutes prepared by the Administrative Assistant and approved by Council, executing adopted legislation prepared by the Solicitor and approved by Council, and serving on the Village Records Commission. The Fiscal Officer is required to attend the first Regular Council Meeting of each month on the second Tuesday of the month at 7:00 p.m., as well as some additional Special Council Meetings involving finance matters during the year. Interested candidates should send letters of interest and resumes to the Village's Administrative Clerk, Faith Dorton, by email to admin@villageofpeninsula-oh.gov. Responses are requested by 3:00 p.m. on Monday August 31, 2026, but candidate interviews may be scheduled prior to the above date as responses come in. Submissions will continue to be accepted until the position is filled. The Village of Peninsula is an Equal Opportunity Employer.