

Jefferson Village

Steven Sekanina
Jefferson Village Mayor



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Fiscal Officer

Village of Jefferson, Ohio

Department: Finance

Reports To: Mayor / Village Council

FLSA Status: Full Time Exempt Immediate Subordinates: 3

Position Summary

The Fiscal Officer serves as the chief fiscal and record-keeping officer of the Village and performs duties as prescribed by the Ohio Revised Code and Village policies. Under the general direction of the Village Administrator, the Fiscal Officer is responsible for maintaining accurate financial records, safeguarding Village funds, administering financial operations, and ensuring compliance with applicable federal, state, and local laws.

Pursuant to Ohio Revised Code Sections 733.262–733.45, the Fiscal Officer maintains the Village’s financial records, certifies appropriations, records legislative actions of Council, and ensures the proper collection, custody, and disbursement of public funds.

Essential Duties and Responsibilities

The following duties are representative and not intended to be all-inclusive.

Financial Administration

- Serves as the Village’s Chief Financial Officer responsible for the custody, management, and accounting of all Village funds.
- Collects, receives, and disburses municipal funds in accordance with Ohio Revised Code and Village ordinances.
- Maintains accurate records of all receipts, disbursements, investments, and financial transactions of the Village.
- Ensures funds are expended only for lawful purposes and that appropriations are not overspent in accordance with ORC fiscal controls.
- Prepares and administers the Village’s annual operating and capital budgets in coordination with the Village Administrator and department heads.
- Certifies to the County Auditor the total amount available for expenditure from each fund at the beginning of each fiscal year as required by the Ohio Revised Code.

- Maintains records of all tax revenues, assessments, and financial obligations of the Village.
- Oversees payroll administration and financial reporting.
- Maintains records related to capital assets, debt obligations, and governmental investments.

Legislative and Records Administration

- Serves as Clerk of Village Council, maintaining the official record of Council proceedings.
- Prepares and maintains records of all ordinances, resolutions, bylaws, and legislative actions of Village Council.
- Maintains official municipal records in accordance with records retention requirements and public records laws.

Administrative and Human Resources Functions

- Maintains confidential personnel records and administrative files.
- Assists with human resources recordkeeping, including training records, certifications, and payroll documentation.
- Supervises administrative support staff as assigned.
- Maintains financial and administrative records in compliance with Auditor of State guidelines and the Uniform Accounting Network (UAN).

Meetings and Professional Development

- Attends Village Council and Committee meetings as required.
- Participates in professional training, seminars, and workshops related to municipal finance, accounting, and public administration.
- Performs additional duties as assigned by the Village Administrator.

Physical Requirements

Work is primarily performed in an office environment. The position requires the ability to:

- Sit, stand, or walk for extended periods
- Communicate effectively in person and by telephone
- Operate standard office equipment including computers and financial software
- Lift or move materials up to 25 pounds

Vision requirements include close vision, color vision, and the ability to adjust focus

Required Skills and Competencies

The following duties are representative and not intended to be all-inclusive.

Technical and Professional Skills

- Knowledge of governmental accounting principles and municipal finance
- Familiarity with Ohio municipal finance law and Ohio Revised Code fiscal requirements
- Proficiency with spreadsheet, database, and word processing software
- Experience with the Uniform Accounting Network (UAN) preferred
- Ability to prepare and analyze financial reports and budget documents

Administrative and Organizational Skills

- Ability to plan, organize, and coordinate financial operations
- Ability to manage multiple projects and deadlines
- Strong records management and documentation practices
- Ability to interpret financial policies, procedures, and regulations

Analytical and Cognitive Skills

- Ability to analyze financial data and identify discrepancies or trends
- Ability to apply mathematical and statistical principles to financial management
- Ability to interpret and implement complex governmental policies and procedures
- Strong problem-solving and decision-making skills

Communication Skills

- Ability to communicate clearly with elected officials, staff, and the public
- Ability to prepare clear and concise reports, correspondence, and financial documentation
- Strong presentation and public communication skills

Interpersonal Skills

- Ability to maintain confidentiality of sensitive information
- Ability to work cooperatively with elected officials, employees, and the public
- Ability to exercise tact, diplomacy, and sound judgment

Leadership Skills

- Ability to supervise administrative staff and coordinate departmental activities
- Ability to establish effective internal controls and operational procedures
- Ability to support professional development and performance management of staff

Working Conditions

Work is performed in a municipal office setting and may involve periods of high workload associated with financial reporting deadlines, budgeting, and audits. Evening meetings are periodically required for Village Council and committee meetings.

Qualifications

- High school diploma or equivalent required

- Associate degree in Accounting, Finance, Public Administration, or related field preferred
- Progressively responsible accounting, finance, or municipal administration experience preferred.
- Experience with governmental accounting and budgeting strongly preferred
- Valid Ohio Driver's License An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Hours:

All hours worked shall be at the Jefferson Village Hall between the hours of 8:00 am and 4:30 pm, Monday through Thursday, 8:00 am – 12pm on Friday as well as evenings meetings of Village Council or its committees as required.

Salary commensurate with skills and qualifications. This position is eligible for all benefits available to Jefferson Village employees including healthcare, holiday pay and paid time off.

Please submit letter of interest and resume to sekanina.steve@jeffersonohio.us or mail to Jefferson Village 27 East Jefferson St. Jefferson, OH 44047.

Resumes will be accepted until May 5th or until a candidate is selected.

Village of Jefferson
27 E Jefferson St.
Jefferson, OH 44047
576-3941

April 21, 2026

2026 Job Opening Jefferson Village Fiscal Officer.

The Village of Jefferson, Ohio is seeking a qualified, professional candidate for the full-time, salaried position of Village Fiscal Officer with benefits. Jefferson (pop. approx. 3,226), is a statutory form village and serves as the county seat for Ashtabula County, Ohio.

Role & Legal Responsibilities

- **Financial Management:** Responsible for the receipt, investment, and disbursement of all municipal funds.
- **Record Keeping:** Maintaining accurate records of all village council proceedings, including minutes, resolutions, and ordinances.
- **Payroll & Taxes:** Managing personnel records, payroll, and utility billings for the village.
- **Statutory Compliance:** Ensuring financial statements are accurately prepared and filed with the [Ohio Auditor of State](#).

Qualified candidates must have a valid Ohio driver's license, must be insurable and bondable, be able to operate standard office equipment, and must pass a drug screen and criminal background check. Interested candidates should submit a cover letter, resume, and professional references to Mayor Steven Sekanina, 27 East Jefferson Street, Jefferson, Ohio 44047 or email sekanina.steve@jeffersonohio.us. This will be posted until filled.

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