

## **Village Fiscal Officer**

Village of Marble cliff ([www.marblecliff.org](http://www.marblecliff.org)) is seeking an individual for the position of Fiscal Officer. Candidates should have a familiarity with bookkeeping and general office organization and duties. The position requires excellent writing skills, the ability to prioritize and organize, the ability to analyze information from varied sources and formulate recommendations, a working knowledge Microsoft Office. The position will be trained in the Unified Accounting Network, a computerized financial system. The position has limited personnel responsibilities and works closely with the Mayor, Council, Administrative assistant, attorney and engineer as well as village residents. The position will be compensated for an average of 30 hours per week (schedule may be flexible as responsibilities require) at an annual salary of up to \$38,000. No benefits except contributions to the Public Employees Retirement System are provided. Candidates should submit a resume with a letter of interest no later than July 13th, 2021 to: Village of Marble Cliff, 1600 Fernwood Avenue, Marble Cliff, OH 43212. No telephone contacts regarding the position will be accepted. EOE