

RESOLUTION G2025-05

RESOLUTION AUTHORIZING THE FISCAL OFFICER TO HIRE AN ASSISTANT TO THE FISCAL OFFICER/FINANCE DIRECTOR PURSUANT TO SECTION 507.021 OF THE OHIO REVISED CODE

WHEREAS Section 507.021 of the Ohio Revised Code allows the Fiscal Officer to hire and appoint one or more persons as the Fiscal Officer finds necessary to provide assistance to the township fiscal officer and shall serve at the pleasure of the Township Fiscal Officer; and

WHEREAS, the Township Fiscal Officer may set the compensation of those persons subject to the prior approval of the Board of Township Trustees; and

WHEREAS, the compensation of an assistant appointed under this Section shall be included in the estimate of contemplated expenditures for the Township Fiscal Officer's Office that is submitted to the Board of Township Trustees for approval as provided in Section 5705.28 of the Revised Code; and

WHEREAS, due to the amount of work required by the State and County Auditor's Office for the financial operations of the township, the Fiscal Officer is recommending to the Board of Trustees that it is necessary for him to hire another assistant and would like that person to operate as the Finance Director; and

WHEREAS, the Fiscal Officer is recommending to the Board of Trustees of Symmes Township, Hamilton County, Ohio, that he be allowed to hire another assistant, create a new job description for that position, and set the salary as stipulated in Section 2; and

WHEREAS, the Board of Township Trustees acknowledges that the Fiscal Officer has the right to hire their own employees and set the salary for that position and agrees that the position is needed to help the Fiscal Officer perform the duties as stipulated in Section 507 of the Ohio Revised Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Symmes Township, Hamilton County, Ohio:

Section 1. The Fiscal Officer is hereby authorized to hire another person as the Assistant to the Fiscal Officer/Finance Director.

- Section 2.** That the board hereby adopts the new Job Description for the position of Assistant to the Fiscal Officer/Finance Director.
- Section 3.** The salary range for this new employee will be \$81,635.00 to \$105,675.00 and will be a full-time employee with township benefits per the Personnel Manual adopted by the board.
- Section 4.** Finds and determines that all formal action of this Board concerning and relating to the passage of this resolution were taken in open meetings of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were taken in meetings open to the public, in compliance with all legal requirements, including (without limitation) Ohio revised Code Section 121.22, except as otherwise permitted thereby.
- Section 5.** Upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.
- Section 6.** This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

ADOPTED JANUARY 7, 2025 – RESOLUTION G2025-05__

Vote Record: MR. BRYANT ____ MR. BECK ____ MS. LEIS ____

BOARD OF TRUSTEES:

Kenneth N. Bryant, President

Philip J. Beck, Vice-President

Jodie L. Leis, Trustee

ATTEST:

APPROVED AS TO FORM:

Joseph C. Grossi, Fiscal Officer

Jeff Forbes, Law Director



Symmes Township Job Description

Position Title: Assistant to the Fiscal Officer/Finance Director

Supervisor: Fiscal Officer

POSITION DESCRIPTION

This position performs highly responsible administrative and supervisory work in the directing, coordinating and performance of the day-to-day activities, personnel, and resources of the Finance Department. An employee in this classification is responsible for the total operations of the Finance Department. Duties are performed under the direction of the Fiscal Officer.

This position serves as the primary assistant to the Fiscal Officer and provides administrative support in all facets of the Fiscal Officer's responsibilities including financial records and documents, accounting and payroll.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EDUCATION, TRAINING AND EXPERIENCE

- Bachelor's degree in finance or related field.
- Comprehensive knowledge of government accounting and financial practices.
- Comprehensive knowledge of financial accounting systems.
- Thorough knowledge of computer systems and financial software applications.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to review and develop new ideas for operational efficiency or recommendations for revenue enhancements, with the ability to analyze and implement new procedures and ideas to foster a climate of continual improvement and to enhance internal controls. This includes the ability to write and communicate internal controls to all township staff.
- Ability to interpret and apply an extensive variety of technical material, including negotiated third party vendor contracts, reference materials, and various journals and manuals in order to apply laws, rules, and regulations to specific situations
- Ability to plan, schedule, direct and coordinate the work and operations of the Department.
- Ability to exercise considerable independent judgement and discretion in carrying out daily operations.

- Ability to conduct long and short-term financial forecasting.
- Ability to establish and maintain effective working relationships with township officials, other township employees and the general public.
- Ability to deal firmly, tactfully and courteously with the general public.
- Ability to understand and follow oral and/or written instructions.
- Ability to handle confidential information.
- Ability to operate office equipment
- Ability to work under the direction of the Fiscal Officer which is an elected position.

DUTIES

- Plans, schedules, directs and performs programs and activities of the Finance Department in accordance with professional standards and departmental policy.
- Prepares and executes annual budget, appropriations, and resolutions.
- Assists the Fiscal Officer in the development of the annual and multi-year budgets; supervises the budgetary process.
- Prepares and supervises the Township operating and capital improvements budgets.
- Develops and implements all financial accounting systems for the township.
- Manages all accounts payables, payroll, and township investments.
- Manages the township's assessment programs, i.e. Tax Increment Financing (TIF), Infrastructure Projects, sidewalk programs, and street lighting assessments.
- Manages all accounts receivable, including grant reimbursements, requests, reports, and special assessments and certifications.
- Manages, directs and trains staff; administers job performance evaluation process for the department.
- Coordinates all bond and note financing for the township.
- Analyzes all township insurance proposals.
- Prepares and submits reports and records detailing fiscal management of accounts and funds.
- Manages all accounting systems to conform to the principles and practices of the Ohio Revised Code and all federal, state, and county accounting requirements.
- Directs the preparation of all financial statements for township accounts, as well as all monthly reports for township trustee meetings.
- Prepares the township's annual financial report and advises the Fiscal Officer and Township Trustees of the township's financial affairs and conditions.
- Manages and performs all payroll related duties, including and not limited to the maintenance of employee leave balances, and the payment and filing of all payroll related reports (OPERS, Workers Compensation, Unemployment, Deferred Compensation, etc.)
- Maintenance of all employee files.
- Establishes all departmental practices, policies and procedures.
- Supervises fixed asset management.
- Assists with establishing wages and benefits for the township employees.
- Oversees the township purchasing policy.
- Assists with the townships public records retention system and requests for public records.
- Responds to service inquiries and requests from citizens, vendors, and township departments.
- Assists other departments in identifying and resolving finance and budget-related problems.

- Performs any and all other duties assigned by the Fiscal Officer.

Tools and Equipment Used

Telephone, computer, fax machine, scanner, copy machine.

Physical Abilities:

Sit for extended periods, walk, (including over uneven terrain), use hands to handle or feel objects or controls, reach with hands and arms, drive a vehicle and hold a valid driver's license, lift up to 25 lbs. The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Professional office, some field work including park visits.

Near Vision 20 / 40 acuity or higher

Far Vision 20 / 40 acuity or higher

Hearing High

Speech Clarity High