



Job Title	Assistant Fiscal Officer	Prepared By	Michele Boni
Department	Finance	Prepared Date	8/13/2026
Reports To	Fiscal Officer	Approved By	Board of Trustees
FLSA Status	Non-exempt	Approved Date	8/19/2026
Telework Eligible	Yes	Supervises	Indirect: Fiscal Office Assistant
Work Schedule	Full-time	Salary	\$40.00-\$43.00 Hourly

Job Summary

The Assistant Fiscal Officer is responsible for managing the Townships accounting records in the Uniform Accounting Network (UAN) software and performing a variety of accounting, fiscal, payroll, AR/AP, record keeping and other administrative duties of the department, and pursuant to Ohio Revised Code Section 507.021.

Essential Functions

1. Issue payments for all expenses of the Township.
2. Monitor appropriations and purchase orders and assist staff with necessary changes.
3. Process payroll and associated payments and reports.
4. Serve as primary contact for staff and vendors to provide fiscal guidance related to Orange Township.
5. Works with Auditor of State for completion of Township Bi-Annual Audit.
6. Create revenue estimates and appropriations for approval by Trustees and manage year end closing process as well as establishment of the new year in accounting software (UAN).
7. Receive funds, deposit in bank and post to UAN.
8. Ensure all financial transactions and reporting align with standard fund accounting principles, government regulations, and specific grant requirements.
9. Process monthly OPERS and OP&F retirement reports as well as Sales Tax Reports.
10. Conducts monthly bank reconciliation.
11. Create, update, and maintain department records in accordance with records retention schedules.
12. Perform special projects per needs of the Fiscal Officer.
13. May be asked to attend Board of Trustee meetings
14. Other duties as assigned.

Education, Experience and KSA's

1. Bachelor's degree in Business, Finance or Accounting preferred.
2. Four (4) years experience in Accounting/Finance required.
3. Knowledge of fund accounting requirements per Auditor of State preferred.
4. Advanced knowledge of accounts payable/receivable processes.
5. Advanced knowledge of budgets and appropriations.
6. Advanced skill in Microsoft Office, especially Excel.
7. Advanced knowledge in use of Uniform Accounting Network (UAN) or similar accounting software.
8. Basic skill in Zoom or other video conferencing software.
9. Works Independently.
10. Intermediate ability to train non-fiscal staff in fiscal requirements.
11. Advanced ability to analyze data and make fiscally responsible conclusions.
12. Advanced ability to reconcile various systems and find issues and correct them.
13. Basic ability to learn payroll software and process payroll every other week.

14. Eligible for Fidelity bond at regular rates and pursuant to Ohio Revised Code Section 507.021.

Physical, Mental and Environmental Requirements

1. Typical office environment.
2. Constantly required to stand or sit for prolonged periods.
3. Occasionally required to walk or move about.
4. Constantly communicates internally and externally with others to exchange information, some confidential or sensitive, resolve problems, collaborate on projects and maintain good relationships with stakeholders.
5. Constantly uses repetitive motions that may include the wrists, hands and/or fingers.
6. Occasionally required to lift and/or move up to 20 pounds.
7. Must be able to concentrate for extended periods of time paying close attention to detail.
8. Position works under general direction and functions independently within established policies/practices. There is latitude to make decisions to achieve defined goals and objectives.
9. Provides indirect supervision for establishing procedures, monitoring the work of others, training staff, evaluating the work of others, interviewing and making hiring recommendations.
10. Must satisfactorily complete a criminal background check, credit check, and drug screening.

ACKNOWLEDGMENT OF RECEIPT OF JOB DESCRIPTION

This job description is intended to convey information essential to understand the scope of the job and the general nature and level of work performed. However, this is not a complete list of qualities, skills, efforts, duties, responsibilities or environmental conditions associated with this position.

This job description can be changed at any time by the Board of Township Trustees of Orange Township, with or without notice. This job description is not an employment contract, express or implied. All employees, unless under a Collective Bargaining Agreement or similar contract approved by the Board of Trustees, is an at-will employee and either the employee or Orange Township can terminate the employment relationship at any time (for any reason or no reason). No representative of Orange Township has the authority to enter into an agreement with an employee that is contrary to the foregoing. I acknowledge that I have received and reviewed this job description and have been provided the opportunity to discuss the scope of this position and requirements.

Employee:

Date: