

# OPEN POSITION

## Assistant Fiscal Officer – Full-Time Delhi Township, OH

**Date Posted:** October 27, 2022

**Deadline to Apply:** November 14, 2022

*Applications will be reviewed as received.*

**Job Title:** Assistant Fiscal Officer

**Position Type:** Full-Time

**Job Location:** Administration Building  
934 Neeb Road

**Salary:** \$55,000 - \$70,000 per year

**Population:** 29,510

### FLEXIBLE WORK POSITION

Delhi Township is accepting applications for the position of Assistant Fiscal Officer. Delhi Township is an equal opportunities employer.

Persons applying for this position must have a bachelor's degree from an accredited college or university with coursework in accounting, finance, or related field preferred.

The duties of the Assistant Fiscal Officer are performed under the general direction of the Fiscal Officer and Township Administrator. The Assistant Fiscal Officer must develop and maintain a good working relationship with office personnel within each Township department, as well as outside vendors, state and county auditors, bank representatives, and other outside contacts.

The Assistant Fiscal Officer is a flexible position that supports a blend of in-office and remote work. This position requires a thorough knowledge of the principals of fund accounting and experience with computerized financial systems. Must have the knowledge necessary to comply with Government Fund Accounting requirements, be proficient in Microsoft Office Suite, and be familiar with Adobe products. The ability to work with detailed information, excellent organizational and proofreading skills, and the ability to report for duty dependably and punctually.

Upon thorough review of applications, candidates selected to continue in the process will be required to complete an extensive interview process. Once a candidate is selected, the candidate must complete background check, drug screen, and voice stress analyzer test. Must possess and retain a valid driver's license and be insurable through the Township's insurance carrier.

### How to Apply:

Applicants must submit a letter of interest, resume, and an employment application to the HR Director. Applications will be reviewed as they are received. Application and full job description can be downloaded from the Delhi Township website at [www.delhi.oh.us](http://www.delhi.oh.us).



**DELHI TOWNSHIP**  
THE FLORAL PARADISE OF OHIO