

FAIRFIELD TOWNSHIP
RESOLUTION NO. 19-147

**RESOLUTION TO APPOINT NOELLE SIZEMORE AS A FULL-TIME FINANCE MANAGER,
AT A YEARLY SALARY RATE OF \$55,000.00, EFFECTIVE HIRE DATE DECEMBER 9, 2019,
WITH A 12-MONTH PROBATIONARY PERIOD.**

WHEREAS: The Fiscal Officer has recommended the immediate hiring of a Full-time Finance Manager for operational consistency; and

WHEREAS: The position will be a yearly salary exempt position, with Job Description included as attached hereto;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby approves the appointment of Noelle Sizemore to the position of Full-time Finance Manager, at a yearly salary exempt rate of \$55,000.00, effective hire date December 9, 2019, with a 12-month probationary period. A copy of the Finance Manager job description is attached as Exhibit "A".

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

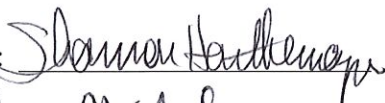
SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

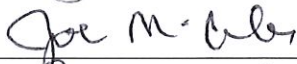
Adopted: November 13, 2019

Board of Trustees

Shannon Hartkemeyer:



Joe McAbee:



Susan Berding



Vote of Trustees

yes


yes

yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 13th day of November, 2019.

ATTEST:



Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:



Lawrence E. Barbieri, Township Law Director



FAIRFIELD TOWNSHIP, BUTLER COUNTY, OHIO
ADMINISTRATION
POSITION DESCRIPTION –FINANCE MANAGER

Job Title: Finance MANAGER
Department: Finance
Reports to: Administrator/Assistant Administrator
Pay Classification: Salary, Exempt

Summary:

The Finance Manager will be a member of the leadership team and manage the daily financial operations of the Township compliant with all state and federal regulations. This includes assisting the Township Administration and Fiscal Officer with a variety of financial management matters, including budget preparation, treasury investment, and plan, manage, and perform finance activities for the Township and maintain public records of the Fiscal Officer

Supervision Exercised:

Oversees the Finance Associate

Education/Work Experience:

- Three years of progressively responsible government accounting or finance work
- Preferred: graduate of accredited four-year college or university with a degree in accounting, finance, business, or public administration, or a closely related field
- Prior management experience

Minimum Acceptable Characteristics and Abilities:

- Ability to be bonded at all times during employment with Fairfield Township
- Ability to take direction from the Township Administration and Fiscal Officer
- Knowledge of payroll and accounts payable functions
- Knowledge of accepted accounting principles
- Ability to respond to routine inquiries from officials and public
- Ability to establish and maintain effective working relationships with co-workers, vendors, and the public
- Ability to handle confidential information appropriately
- Working knowledge of office automation and Microsoft Office products
- Working knowledge of UAN a plus
- Demonstrates flexibility and cooperative attitude when faces with change
- Implements own and others' ideas that improve process, production, organizational performance or result in cost savings for the department

Essential Functions and Duties:

The successful candidate is a thought leader with demonstrated proactive leadership experience; the ability to exercise good judgment and objective analysis to find solutions is a must; the proficiency to learn new concepts and ideas concerning local government; and be able to effectively organize, complete and evaluate financial data is also required and expected. This position includes but is not limited to:

- Ensure that proper internal control procedures are followed in all accounting activities
- Monitor semi-annual Residential Incentive District and Tax Increment Financing revenue received; determine and fulfill related revenue sharing requirements to affected school districts; file annual reports as required by law
- Complete bank reconciliations and prepare monthly, quarterly and annual reports
- Prepare general purpose financial reports according to Generally Accepted Accounting Principles (GAAP); coordinate all required audits
- Assist the Township Administrator and Assistant Administrator in preparing the annual Township budget
- Prepare the annual Township tax budget and ensure its required filing; prepare a long range forecast
- Coordinate with department managers to ensure department budgets are adhered to and capital improvement planes are updated
- Manage cash, investments and asset management in coordination with the Fiscal Officer
- Prepare, amend and submit the annual appropriations tax budget and estimated resources consistent with the Township's budgetary practices and Ohio Revised Code and with the involvement of the Administrator and Assistant Administrator
- Assist in the preparation of documents and transcripts necessary for the issuance of bonds and or keep accurate records of such debt obligations
- Assist departments with contract purchases and renewals, and maintain original copies of all Township Contract documents
- Perform and coordinate special projects as assigned by the Fiscal Officer or Township Administrator and Assistant Administrator
- Review and analyze the financial impact of employee benefits in coordination with the Township Administrator and Assistant Administrator
- Complete financial and budgetary information, revenues/expense forecasts and ad hoc reports for the Township Administrator and Assistant Administrator
- Provide necessary financial data as required or grants, and monitor the receipt of funding and expenses in coordination with the Administrator and Assistant Administrator
- Maintain required continuing education and certifications
- Performs other related duties as required
- Demonstrates flexibility and cooperative attitude when faced with change and new challenges while assisting others in doing the same

- Demonstrates knowledge of the theory, principles, and practices of public, Township, and budgetary administration as well as knowledge of the laws, rules, and regulations which apply to policies and practices in the public sector.

Physical Requirements:

- While performing the duties of the job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms
- Must occasionally lift and/or move boxes weighing up to thirty pounds. Specific vision abilities required by this job include close vision and the ability to focus

Attendance:

The Township office is open from 8:00 am to 4:30 pm, Monday through Friday. A minimum of forty (40) hours per week will be expected, notwithstanding vacation or other excused absences. Regular attendance of various board meetings may be expected after normal working hours. Occasional weekend or holiday work may be required.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The primary duties of this job are performed inside a climate-controlled office setting.

Selection Process:

Applicants must submit resumes, job application and cover letter to Fairfield Township, 6032 Morris Road, Fairfield Twp., Ohio 45011. References are checked. For more information about the Township visit www.fairfieldtwp.org, or call (513) 887-4400.

Selection is based on the most qualified applicant determined by one or more in-person interviews.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The 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 Township and requirements of the job change.

If applicant meets all requirements and characteristics as indicated in the job description, hiring may be contingent upon successful completion of drug and alcohol test, background inquiry and physical.

Equal Employment Opportunity Statement

Fairfield Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Fairfield Township complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Fairfield Township expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Fairfield Township employees to perform their expected job duties is absolutely not tolerated.