



# PRESS RELEASE

CLEARCREEK TOWNSHIP, WARREN COUNTY, OHIO – June 19, 2018 –

The Clearcreek Township Board of Trustees seek to fill the vacancy of Fiscal Officer for Clearcreek Township, Warren County, Ohio. Eligible candidates must be a citizen of the United States, at least 18 years of age, or older, by November 6, 2018, and must have been a resident of the township and registered to vote for at least 30 days prior to the appointment.

The Board of Trustees seek individuals with a strong interest in civic duty, and extensive experience in finance, accounting, auditing, banking, or any combination thereof.

Demonstrable abilities in accounting are critical to the position, including revenues, expenses, assets, cash flow, balance sheets, financial forecasting, and financial reporting.

**Eligible candidates are directed to send a letter of interest and their resume to Ed Wade, Trustee President, 7593 Bunnell Hill Road, Springboro, Ohio 45066 by noon on Friday, June 29, 2018.**

Statutory duties of the Fiscal Officer include:

- Keep an accurate record of the proceedings of the Board of Township Trustees at all of its meetings - R.C. 507.04(A);
- Keep an accurate record of the Board's accounts and transactions - R.C. 507.04(A) (including the acceptance of the bonds of Township officers);
- Attend at least one meeting of the Board during each quarter of every year unless prevented by the occurrence of an emergency - R.C. 507.04(A);
- Keeps the book of record for township roads, book for the record of marks and brands, and a book for the record of official oaths and bonds of Township officers - R.C. 507.05;

- Notifies Board of Elections of all vacancies caused by death, resignation or otherwise of the elected offices of the Township - R.C. 507.051;
- Notifies the Board of Elections of all changes in the boundaries of the Township-R.C. 507.051;
- May administer oaths and take and certify affidavits that pertain to the business of the Township or the local school district or are connected with the official business of either the Township or their local school district –R .C. 507.06;
- Countersigns all monies paid out, including payroll, spent by the Township - R.C. 507.11(B)(1); two Trustees must sign too;
- Must complete continuing education courses totaling 12 hours of each term of office - R.C. 507.12(C);
- Makes a list of all the officers elected or appointed, stating the office to which each is chosen or appointed immediately after the appointment or election of such officer- R.C. 503.25;
- Collects service charges for waste collection, transfer recycling and disposal services and administers them under the rules established by the Board - R.C. 505.31;
- Record and keep the book of constable official bonds - R.C. 507.08;
- Certifies the estimate of the maximum maturity of bonds for permanent improvements and that such improvements have an estimated life or period of usefulness of at least five years – R.C. 133.19(A);
- Signs R.C. Chapter 133 securities issued on behalf of the Board – R.C. 133.27(A)(4); and
- Under Attorney General Opinion 86-057, page 2-312, the Board “must make certain that the [fiscal officer’s] functions are adequately performed.”

Questions may be directed to Matt Clark, Clearcreek Township Administrator, 937-748-1267.

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