



NOTICE OF VACANCY

Fiscal Officer

Effective April 1, 2024, Washington Township will have vacancy for a Fiscal Officer. Pursuant to Ohio Revised Code 503.24, the Board of Township Trustees "shall appoint a person having the qualifications of an elector to fill such vacancy for the unexpired term or until a successor is elected".

Electoral Requirements

- Must be a registered voter and primary resident of Washington Township.
- Duties and responsibilities of the Township Fiscal Officer are outlined in the Ohio Revised Code Chapter 507.
- The appointed Fiscal Officer is required to "complete at least six hours of initial education programs before commencing, or during the first year of, office", pursuant to Ohio Revised Code 507.12.
- The appointed Fiscal Officer will stand for election to the unexpired term in November 2025, and for full-term in November 2027.

Desired Skills and Qualifications

- Educational background in bookkeeping, finance, accounting or other equivalent coursework.
- Experience in finance, general ledger, accounting, payroll, and investment management, preferably in a governmental or non-profit environment.
- Ability to be bonded (financial liability insurance) by Washington Township, and ability to pass a background check.

How to Apply

Please submit four (4) copies of a cover letter of interest, resume, and any other relevant documentation to:

Washington Township Board of Trustees
Attn: Fiscal Officer Vacancy
6200 Eiterman Road, Dublin, Ohio 43016

The Trustees will review submitted materials and conduct interviews throughout March, 2024 with the goal of appointing a new Fiscal Officer effective April 1, 2024.