

**BOARD OF TRUSTEES  
LIBERTY TOWNSHIP  
DELAWARE COUNTY, OHIO**

**RESOLUTION NO. 17-0705-03**

**A RESOLUTION TO AMEND THE 2017 TOWNSHIP BUDGET TO INCREASE  
THE APPROPRIATION FOR THE TOWNSHIP FISCAL OFFICER'S OFFICE  
TO PROVIDE FOR THE COMPENSATION, INCLUDING BENEFITS, OF THE  
ASSISTANT TO THE FISCAL OFFICER**

The Board of Trustees of Liberty Township, Delaware County, Ohio ("Board") met in Regular Session on the 5<sup>th</sup> day of July, 2017 with the following members present:

Melanie Beneghan  
Dr. Thomas Mitchell  
Shyne Eichhorn

M. Beneghan Moved the adoption of the following Resolution:

**PREAMBLE**

**WHEREAS**, pursuant to R.C. § 507.02(A), the Liberty Township Fiscal Officer ("FO") may hire and appoint one or more persons as she finds necessary to provide assistance to the FO; and,

**WHEREAS**, the FO may set the compensation of those persons hired and appointed as assistants subject to the prior approval of the Board; and,

**WHEREAS**, R.C. § 507.02(B) requires the compensation of assistants to the FO to be included in the estimate of contemplated expenditures for the FO's office that is submitted to the Board for approval as provided in R.C. § 5705.28; and,

**WHEREAS**, the FO, in accordance with R.C. § 507.02(A), has hired and appointed one (1) assistant to the FO; and,

**WHEREAS**, as required by R.C. §§ 507.021(B) and in accordance with R.C. § 5705.28, the FO submitted to the Board an estimate of expenditures for the FO's office for 2017 and, based on such submission, the Board approved a 2017 budget for Liberty Township ("Budget"), which included an appropriation to the FO for the FO's office for compensation of the assistant; and,

**WHEREAS**, the amount appropriated in the 2017 Budget to the FO's office is insufficient to provide for the compensation, including benefits, for the assistant to the FO; and,

**WHEREAS**, it is necessary to amend the 2017 Budget to increase the appropriation to the FO's office to sufficiently provide for the compensation, including benefits, for the assistant to the FO.

**RESOLUTION**

**NOW THEREFORE, BE IT RESOLVED:**

1. The 2017 Budget is amended to increase the appropriation to the FO's office to a total of \$73,000 to provide for the compensation, including benefits, for the assistant to the FO. Any additional monies required to meet this increased appropriation shall be transferred from the Township general fund to the appropriate fund in accordance with R.C. § 5705.14(E).
2. All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board, and all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including R.C. § 121.22.
3. This Resolution shall be in full force and effect immediately upon adoption.

Eichhorn seconded the motion.

Voted on and signed this 5 day of July, 2017 in Liberty Township, Delaware County, Ohio.

**BOARD OF TRUSTEES  
LIBERTY TOWNSHIP  
DELAWARE COUNTY, OHIO**

Melanie Leneghan  
Melanie Leneghan  
Trustee

— NO —  
Dr. Thomas Mitchell  
Trustee

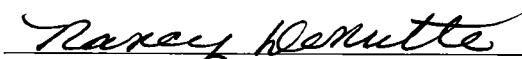
Roll call

Leneghan yes  
Eichhorn yes  
Mitchell - no



Shyra Eichhorn  
Trustee

Attest:



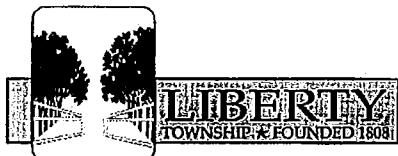
Nancy Denutte  
Fiscal Officer  
Liberty Township  
Delaware County, Ohio

State of Ohio :  
Delaware County :

I, the undersigned Fiscal Officer of Liberty Township, Delaware County, Ohio, hereby certify that the foregoing Resolution No. 17-0705-03 is taken and copied from the record of proceedings of the Board of Trustees of Liberty Township, Delaware County, Ohio, and that it has been compared by me with the resolution on the record and is a true copy. Further, I certify that the adoption of such Resolution occurred in an open meeting held in compliance with R.C. § 121.22.

Date: 7/5/2017

  
Nancy Denutte  
Fiscal Officer  
Liberty Township  
Delaware County, Ohio



Job Title	<b>ASSISTANT TO FISCAL OFFICER</b>	Effective Date	July, 2017
Department	Fiscal	Position Type	Full-time
Work Schedule	Varies as scheduled by Fiscal Officer		
Work Location	10104 Brewster Lane, Suite 125	FLSA:	Exempt

## NATURE OF WORK

This is a full-time, non-exempt, non-bargaining unit position with full benefits. Duties include a variety of payroll, accounting, record keeping and administrative duties which support the function of the Township Fiscal Officer. The work schedule requires flexible hours. This position relies on experience and judgement to accomplish goals. This position must be able to coordinate and positively interact with all other Liberty offices and departments.

## SUPERVISION

The Fiscal Officer Assistant is appointed by the Fiscal Officer of Liberty Township, serves under the supervision of the Fiscal Officer, and at the pleasure of the Fiscal Officer.

## ESSENTIAL FUNCTIONS OF WORK (May not include all duties performed.)

Accounts Payable (purchase orders and vendor payments): receive and verify accounts payable, prepare purchase orders and payments using UAN system, prepare resolutions for the Board of Trustees to authorize and approve purchase orders and payments, contact vendors as needed to handle discrepancies and other billing issues, ensure payments are made timely and accurately, maintain accounts filing system. Credit card reconciliations.

Accounts Receivable: Banking, creating all receipts, prepare deposits for bank and make deposits as needed. Work with banking institutions as needed and maintain files. Settle discrepancies in payments received, with department heads. Maintain multiple bank accounts for operations and investment, and deposit overage for proper insurance coverage. Input all receipts into UAN system. Create refunds as necessary.

Payroll: Maintains payroll for all Township employees and appointed and elected officials. Administer payroll information on third party payroll system, ensure timely completion and submittal of timesheets by Department Heads, submit payroll to payroll company, work with payroll company liaison to correct errors and ensure timely and accurate payroll, serve as employee contact for issues relating to payroll, work with employees to make requested and/or necessary changes to payroll.

Maintain all employee payroll files. Make any changes required, to employee files.

Maintain vacation, sick leave, holiday and comp time balances for all employees in collaboration with all departments and third party payroll provider.

Prepare reports for department heads as requested.

Oversee benefit enrollment changes for employees: work with payroll +/or benefits company to establish and implement changes in health care, ensure employees complete necessary renewal, enrollment and change in benefits forms. Submit all insurance enrollments and changes to insurance carriers electronically.

Prepare and submit all retirement enrollments to OP&F or OPERS, whichever applies, electronically.

Prepares required Ohio Police & Fire and Ohio Public Employee's Retirement System reporting: work with payroll company to compile information needed, work through discrepancies and prepare reports as needed.

Bank Reconciliation: reconcile bank statements using the UAN system, keep Fiscal Officer informed of discrepancies, assist the Fiscal Officer as needed to correct and find errors.

Annual Financial reporting: prepare annual financial reports from the UAN system for the Fiscal Officer, Board of Trustees, Township Administrator and Department Heads. Coordinate administrative procedures in support of various programs and functions.

Assist Auditor of State's Office in completing the Township's Bi-Annual Audit: provide auditors with requested information, create and print out reports as requested.

Work with Department Heads to assist in the completion of the annual appropriations: as directed by the Fiscal Office establish appropriations and communicate with Department Heads in determining appropriations based on fiscal needs.

Prepare appropriation status reports for department heads as requested. Collaborate with the designated personnel to determine payments are properly allocated.

Assist Fiscal Officer with public records program: Skill in organization and records management. Ensure Township is compliant with records retention schedules, update schedules and policy as needed, prepare documents for destruction in compliance with the ORC, maintain public records request log for annual reporting on behalf of the Fiscal Officer. Maintain all accounting records: e.g., payables, receivables, payroll, etc.

Prepare reports as directed by the Fiscal Officer, maintain Fiscal Office schedule and calendar.

Respond to employment verifications and vendor inquiries.

Serve as initial point of contact for phone and in-person inquiries for the Fiscal Office.

Responsible for updating and backing up the UAN system periodically through the year.

Attend periodic training sessions with the Auditor of State and others as time allows.

Perform other duties as assigned.

## **MINIMUM REQUIREMENTS OF WORK**

Associates or Bachelor degree in an accounting or business field preferred,

Minimum of two years accounting, or related experience, which involves the need for maintaining accurate finances and financial records.

Proficiency in MS Office Suite; demonstrated comfort level with computer and other software programs and general office equipment; ability to learn computer accounting software programs.

Ability to communicate effectively both orally and written.

Ability to maintain confidentiality.

Knowledge of accounting principles.

Analytical abilities with a detail oriented focus.

Skill in providing customer service and public relations.

Capable of being bonded with a fidelity bond to the Township Trustees at ordinary rates.

Willing to be active in implementation and utilization of new technology.

Ability to work independently

Maryann Barette  
Fiscal Officer

7/5/2017  
Date