

MAHONING VALLEY SANITARY DISTRICT
NOTICE OF EMPLOYMENT POSITION
SECRETARY/TREASURER
AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Mahoning Valley Sanitary District (MVSD) is a progressive wholesale water supplier to its member cities of Youngstown and Niles, Ohio and the Village of McDonald, Ohio located in northeastern Ohio between the metropolitan areas of Cleveland, OH and Pittsburgh, PA.

The MVSD is seeking applications for the position of Secretary/Treasurer. The MVSD offers an excellent salary with outstanding benefits dependent on qualifications and experience.

Required qualifications include: Bachelor's degree in accounting; a CPA certification and 3+ years of progressively responsible experience with **governmental** accounting. Candidates eligible to obtain their CPA certification with the next 6-months may apply.

In accord with O.R.C. Chapter 6115 and under the general direction of the MVSD Board of Directors and the District's chief engineer, Secretary-Treasurer serves as the financial officer of the District and the custodian of the District's records and corporate seal. Duties include but are not limited to the following:

- Understanding the role of Secretary/Treasurer in accord with the Ohio Revised Code (ORC) Chapter 6115.
 - Custodian of the District records and District fiscal officer ORC 6115.14
 - Prior to taking office execute and deliver to the Board a bond with good and sufficient sureties ORC 6115.51; the District will secure the bond and pay the cost
 - Enter into a written employment contract with the District ORC 6115.14
- Understand Generally Accepted Accounting Principles as it applies to governmental entities
- Prepare pro-forma and audit statements; maintain compliance with state auditing rules, regulations, and policies including preparation of CAFR
- Prepare resolutions for the MVSD Board of Directors
- Attend and administer Board meetings, regular and special meetings
- Participate in development of annual operating and capital improvements budgets
- Participate in and provide critical input to cost of services and financial modeling efforts
- Establish approved Financial Policy targets to maintain financial resiliency
- Prepare monthly and year end budget reports
- Prepare fiscal yearend financial statement for submittal to Court of Jurisdiction
- Prepare request for rate changes for submittal to Court of Jurisdiction
- Review employee time cards for accuracy
- Maintain adequate balance in payroll account
- Administer financial aspects of the employee health insurance plan
- Processes age-and-service and disability retirements

- Certify availability of funds for capital improvements contracts
- Establish and maintain individual escrow accounts and ledgers for each contract
- Invest segregated capital improvement funds in short-term instruments
- Check documentation for partial payment requests from contractors, issues payment, and posts to proper account
- Verify accuracy of water bills for Youngstown, Niles and McDonald
- Confirm record and deposit all monies received by the District
- Review invoices and payment vouchers for accuracy and proper payment authorization
- Issue purchase orders for supervisors
- Prepare checks, obtain necessary signature and deliver to the Board of Directors
- Post expenses to appropriate accounts
- Monitor expenses against appropriation limits
- Invest bond proceeds so as to maximize return while ensuring cash flow, in accordance with the Ohio Revised Code
- Monitor and reconcile investment activity
- Maintain records of investment activity
- Prepare summary of investment activity for inclusion in financial statements
- Any other financial/accounting/administrative activities assigned by the district

Please submit MVSD's Employment application along with a curriculum vitae and desired salary requirements to PO Box 4119, Youngstown, OH 44515. Job Posting open until filled. Questions can be directed to Ms. Brenda Duffett at 330-652-3614.