

ORDINANCE NO. 26-02

**AN ORDINANCE SETTING THE SALARY OF THE VILLAGE  
FISCAL OFFICER, EFFECTIVE JANUARY 9, 2026, AND  
DECLARING AN EMERGENCY.**

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BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BELLAIRE, COUNTY OF BELMONT, STATE OF OHIO:

SECTION 1: That the annual salary for the position of Fiscal Officer shall be \$70,000.00 effective January 9, 2026.

SECTION 2: The job description for the Fiscal Officer position is attached to this ordinance as Exhibit A.

SECTION 3: The Fiscal Officer hours of work will be from 8:00 am to 5:00 pm Monday through Friday.

SECTION 4: Upon successful completion of the six-month probationary period, the Fiscal Officer salary will be increased by \$5,000.00 to the amount of \$75,000.00. The Fiscal Officer is eligible for a future salary review consideration based on the continued successful operations of the fiscal office and required job description duties performance 2 – years after the completion of the six-month probationary period.

SECTION 5: The Fiscal Officer is entitled to the benefits typically provided by the Village and described in the Village handbook.

SECTION 5: The appointment of a Fiscal Officer is subject to successful completion of a background check which will be conducted by the Village.

SECTION 6: That all other Ordinances or Resolutions, or portions thereof, which are in conflict with this Ordinance are hereby repealed.

SECTION 7: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council 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 section 121.22 of the Ohio Revised Code.

SECTION 8: That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

ATTESTED:

  
Ginny Favre, Fiscal Officer

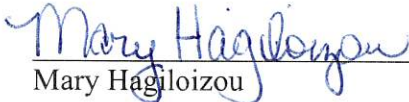
  
Robert Dodrill, Mayor

Date: 01/08/26

Date: 01/08/26

### CERTIFICATE OF POSTING

I, Mary Hagiloizou, Clerk of Council, do hereby certify that the foregoing Resolution was published by posting the same in five (5) public places within the Village of Bellaire, Ohio as provided by Ordinance No 1229, for a period of not less than fifteen (15) days, said Ordinance having been first posted on 02/11/26.

  
Mary Hagiloizou



## **VILLAGE OF BELLAIRE**

### **Job Description: Fiscal Officer Position As of 01/05/2026**

#### **Overview**

The Village of Bellaire Fiscal Officer is responsible for all village financial operations, which include budgeting, forecasting, financial reports, and ensuring compliance with financial regulations. The Fiscal officer will work closely with the Mayor's Office, Village Administrator and all village departments in service to achieve the village's financial goals. The Fiscal Officer is the custodian of all village proceeds and accounts. That includes all funds received, expended, and encumbered, and their appropriate account balances.

#### **Full-time Position**

- This is a full-time position and classified as exempt.

#### **Responsibilities**

- Financial Management
  - Develop and manage the annual budget
  - Provide financial reporting compliant with financial regulations
  - Ensure funds are allocated and spent in accordance with the fiscal policies and Departmental accounts.
  - Manage and administrate bi-monthly accounts payable to ensure that the village bills, loans and debts are paid in a timely manner
  - Manage and administrate bi-monthly payroll for the employees, Mayor and Council members of the Village
  - Monthly collection of funds from the Utility Office, Mayor's Office and Police Department
  - The payment of fees for licenses and permits to maintain the continued operations of the Village offices in accordance with ordinances, resolutions, statutes and current agreements.
  - The collection of all lease and rental payments for real properties
  - Receipt, management, recording and deposit of all revenue utility deposits, grant funds, refunds and all other proceeds of the village.
  - Administration and management of the Village Healthcare Insurance program.
  - The Fiscal officer will prepare pertinent financial reports for Village Council meetings to include monthly Balance sheets and bi-monthly accounts payable reports.
  - Except for extenuating circumstances, the accounts payable reports shall be provided to all Council members at least 3 – days prior to a regularly scheduled council meeting for review.
- Oversight and Compliance

- Provide daily oversight of fund management to include ancillary accounts such as the Water Department, Mayor's Accounts and the RITA income tax program.
  - Safeguard assets and ensure accurate transaction recording.
  - Reconcile accounts monthly to maintain financial integrity.
  - Works with the Mayor and Village Administrator to develop and maintain a list of assets and inventory of village-owned real property, structures, equipment, tools, vehicles, office equipment, materials and supplies and their corresponding values.
  - The Fiscal Officer is responsible to assure that all accounts payable, loans and debts of the Village per ordinances, resolutions, or statutes are approved and directed by the Village Council. Funds will be released/dispersed in strict compliance and will follow the Ohio Revised Code guidelines as well as Village ordinances and resolutions.
  - Ensure that all purchases follow the requisition and purchase order procedures for disbursement to be completed.
  - The Fiscal Officer and the Mayor must sign all Village contracts. Ohio Revised Code 731.14
  - The Fiscal Officer is responsible for assuring that an annual audit is conducted for the village each year. The Fiscal Officer will work with designated auditors at year-end and will assist with providing all information required by the auditors for the completion of the audit.
  - Safeguard Village records
  - The Fiscal Officer will be included in the Faithful Performance insurance policy coverage for the Village.
- Advisory Role
    - The Fiscal Officer will attend all Council Meetings and Finance Committee meetings and when requested, will attend other Committee meetings as needed.
    - Work closely with the Mayor, Village Administrator, Department Supervisors and Council to implement financial policies.
    - Educate and update staff on financial practices and economic principles.
- Training
    - In accordance with the State of Ohio Auditor's Fiscal Integrity Act, the Fiscal Officer will complete the required training as stated below.
      - Six (6) hours of initial education courses before commencing their term in office or within the first year in office. Eighteen (18) hours of additional continuing education courses before the end of their first term in office.
    - The continuing education required by the Fiscal Integrity Act will be paid for by the Village as well as any travel, lodging and meals that are reasonable and customary if required.

## Qualifications

- Have a bachelor's degree with a minimum of 4 - years' experience in the performance of Fiscal Officer related duties. Preference will be shown to candidates that have earned a master's degree or other advanced degree in Finance, Accounting or a related field.
- Possesses strong analytical and communication skills.
- Administration Experience
- Proficiency in financial software, Microsoft Office & Excel.
- Knowledge of local law, ordinances, regulations, standards and policies
- Ability to establish relationships and work with the County, township, and or State governing bodies
- Clear and concise communication skills in both written and oral practices.
- POSSESS A VALID DRIVER'S LICENSE to include an insurable driving record.
- *Please note: The successful applicant must complete a Background Check for which results are unremarkable.*