

Village Treasurer

General Position Description: The Village Treasurer collects and disburses resources of the Village.

Type of Position: The Village Treasurer shall be elected for a term of four years, commencing on the first day of January next after his/her election.

Qualification Requirements: The Village Treasurer must meet the following eligibility requirements:

- Must be at least 18 years of age, as of the date of the general election;
- Must be a resident of the Village of Glendale; and
- Must be an elector of the Village of Glendale.

Description of Powers and Duties: The Village Treasurer has the following powers and duties pursuant to the Ohio Revised Code:

- Acquisition and Disbursement of Funds: acquires from the county treasurer those village taxes and assessments placed on the county auditor's tax list for collection, money collected by the mayor's court, and amounts due to the village and disbursing such fund on the order of authorized person or according to ordinances authorizing such disbursement.
- Accounts and reports: keeps accurate accounts of all money received or disbursed identifying the amount, date, payer and payee, and account. The books must provide separate accounts for each fund and appropriation. The treasurer shall settle and account with the village council quarterly, and as village council directs. At the first January meeting of village council each year, the treasurer shall report on the village financial condition, including amounts of receipts, disbursements, and accounts. The balance of each fund shall be reported. The treasurer shall also keep a treasury investment account documenting the investment of treasury funds.
- Deposit of Funds: ensures the deposit of village funds according to the Uniform Depository Act, Ohio Revised Code Chapter 135.
- Records Commission Member: represents the Village as a member of the Village Records Commission to approve the disposal of obsolete records in compliance with the Village Records Retention Policy.

Village Clerk

General Position Description: The Village Clerk is the Chief Fiscal Officer for the Village and the Clerk of Village Council collects and disburses resources of the Village.

Type of Position: The Village Clerk shall be elected for a term of four years, commencing on the first day of April next after his/her election.

Qualification Requirements: The Village Clerk must meet the following eligibility requirements:

- Must be at least 18 years of age, as of the date of the general election;
- Must be a resident of the Village of Glendale;
- Must be an elector of the Village of Glendale;
- Must attend training programs for new village clerks and annual training programs of continuing education for village clerks that are provided by the Auditor of State pursuant to Section 117.44 of the Revised Code.

Description of Powers and Duties: The Village Clerk has the following powers and duties pursuant to the Ohio Revised Code:

- Clerk of Council: acts as the Clerk of Council, attends all council meeting, and keeps a record (minutes) of all proceedings, and maintains all rules, bylaws, and legislation.
- Document Authentication: certifies the publication of Village laws and advertisements, and authenticates official Village records and documents.
- Records and accounts: keeps accurate statements of all money received and expended by the village, maintains records of all property owned by the village as well as the income derived therefrom and any taxes and assessments paid.
- Auditing of Accounts; Review of Expenditures: audits the accounts of all Village officers and departments at the end of each fiscal year, prescribes the accounting procedures for the Village, subject to the approval of the Auditor of State, ensures that the amount set aside for any appropriation is not overdrawn or drawn upon for other than the proper purpose, receives detailed monthly reports of receipts and expenditures from Village offices and departments.
- Certification of Election of Officers – certifies the election of each Village officers with judicial powers to the court of common pleas.
- Countersign Receipts: countersigns with the Village Treasurer each receipt before it is delivered to the person entitled to receive it.
- Maintain Bonds: Maintain the bonds of any officer or employee required by Village Council to furnish bond

- Annual Certification of Funds: certifies to the County Auditor at the beginning of each fiscal year all available sources for expenditure for each fund to allow the county budget commission to amend its certificate of estimated resources
- Contracts and Certification of Funds: executes, with the Village Mayor, all Village contracts and provides certification that the necessary funds are available on contracts as required.