

Carlisle Township Board of Trustees

Available Position: Township Fiscal Officer

Position Overview: The Township Fiscal Officer is an elected official (ORC 507.01) who serves a four (4)-year term. Although the Township Fiscal Officer is an elected official, the Trustees have a responsibility to declare the office vacant at the time the Township Fiscal Officer ceases to reside in the township (OOAG 66-044). According to the Ohio Revised Code (ORC 503.24), Township Trustees shall appoint a qualified person to fill the Township Fiscal Officer Position for the unexpired term or until a successor is elected.

The Township Fiscal Officer as an elected official is independent of the Township Trustees, yet by law the Township Fiscal Officer must work closely with the Trustees. The Township Fiscal Officer has designated duties listed in the Ohio Revised Code, such as accurately recording the proceedings of the Board of Trustees, i.e., keeping the minutes (ORC 507.04), plus the Township Fiscal Officer is the legally designated township fiscal officer and must keep an accurate record of all township accounts and transactions, including the acceptance of the bonds of the township officials (ORC 507.04). The Township Fiscal Officer has many additional duties including but not limited to, administering oaths of office, notifying the board of elections of vacancies in office, issuing checks, preparing payrolls, and dealing with finances (See ORC Chapter 507).

In practice, the Township Fiscal Officer and the Trustees must work together, particularly in fiscal matters. Their collective goal is to ensure all decisions and actions comply with the laws and regulations governing townships.