



Jackson Township, Franklin County, Ohio

Board of Trustees

David Burris
Ron McClure
Jim Rauck

Fiscal Officer

Ron Grossman

Township Administrator

Shane Farnsworth
Assist. Twp. Administrator/HR/AFO
Angela Lee

November 12, 2025

NOTICE OF VACANCY: TOWNSHIP FISCAL OFFICER INVITATION FOR LETTERS OF INTEREST

The Jackson Township Board of Trustees is seeking a qualified individual to fill an unexpired term for the position of Township Fiscal Officer. This is an excellent opportunity for a dedicated and community-minded individual to serve the residents of Jackson Township.

The unexpired term begins on the date of appointment and continues through the end of term, December 31, 2027.

Responsibilities of the Fiscal Officer typically include:

- Maintaining accurate financial records and accounts.
- Managing the Township's budget and appropriations.
- Processing payroll and accounts payable.
- Attending and recording minutes of all Township Trustee meetings (regular and special).
- Preparing financial reports as required by state law and the Board of Trustees.

Qualifications:

- Must be a resident of Jackson Township, Grove City, or Urbancrest.
- Must be a registered voter.
- Demonstrated experience in accounting, finance, or a related field is preferred.
- Proficiency in financial software and standard office applications.
- Strong organizational skills and attention to detail.
- Ability to be bonded (required by law).

To Express Interest:

Interested individuals are invited to submit a **Letter of Interest** detailing their qualifications, relevant experience, and reasons for their interest in the position. A current resume should also be included.

Letters of Interest must be received by **4:00 p.m. on November 28, 2025.**

Please submit your letter and resume to:



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Angela Lee

Shane W. Farnsworth, Township Administrator

Jackson Board of Trustees

3756 Hoover Road Grove city, OH 43123

farnsworths@jacksontwp.org

The Board of Trustees will review all submissions and may contact selected candidates for an interview. The appointment will be made by the Township Trustees in accordance with Ohio Revised Code (or relevant state statute).

Jackson Township is an equal opportunity employer.