

NORTHERN BUCKEYE EDUCATIONAL COUNCIL
JOB DESCRIPTION

FILE 12.00

Title: **FISCAL SERVICES COORDINATOR**

Reports to: Assigned Systems Analyst and/or to those on the NBEC organizational chart to whom that position reports.

Job Objective: Assists in the delivery and coordination of services to the fiscal offices of all school districts served through the NWOCA program.

Minimum Qualifications:

- Bachelor's Degree. Experience or training in fund accounting and payroll operations is desired.
- Applicant must obtain and maintain a valid Ohio School District Treasurer's License that meet the current Ohio Department of Education guidelines.
- Ability to manage projects and information dissemination sessions.
- A record free of criminal violations that would prohibit employment in the public sector.
- Supports the goals and philosophy of the organization.
- Maintains a professional image and high level of integrity.
- Complies with drug-free workplace rules and board policies.
- Proficient in office protocol, word processing/typing, data entry, spelling, proofreading, and the correct use of grammar. Strong math skills.
- Meets staff development requirements by obtaining mandated Continuing Education Units (CEU's).
- Ability to travel throughout the NBEC service region.
- Ability to work with limited supervision. Good organization and interpersonal communication skills.
- Ability to organize and deliver group presentations appropriate to the needs of adult learners.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides helpdesk support for user problems and inquiries.
- Upholds board policies and follows administrative guidelines/procedures.
- Respects privacy. Maintains the confidentiality of privileged and sensitive information.
- Keeps current with technology, workplace innovations, and obtains relevant training that support job functions.
- Maintains open and effective communications. Promotes the organization's mission, philosophy, and vision. Serves as an information resource.
- Prepares and presents in-service training programs.
- Provides leadership in user training as assigned.
- Maintains a current working knowledge of all fiscal-related services offered by the NWOCA program and assists users in making optimal usage of these services.
- Acts as "Treasurer Pro-Tempore" for member districts as approved and directed, assuming all duties and liabilities of the position, and complying with all rules and laws governing such positions.
- Provides member districts with on-site assistance in the performance of fiscal-related services as assigned.
- Assists in quality control of software applications.
- Develops reports.
- Maintains a working knowledge of current school district business office operation regulations and procedures including, but not limited to requirements prescribed by the Auditor of State's Office; the State Department of Education; local, state, and federal laws or regulations including financial disclosure form for the Ohio Ethics Commission.
- Gathers data/recommendations from NWOCA fiscal services consumers. Prepares suggestions to improvement internal operations.
- Cooperates with all NBEC and member district personnel, as well as with the public.
- Pursues personal growth opportunities to enhance performance and advance organizational goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.

- Averts problem situations and helps resolve conflicts.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Supports teamwork and a positive work environment.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Organizes tasks and manages time effectively. Meets deadlines despite time constraints.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and NBEC policies/procedures when involved in the following situations/conditions.

- Exposure to adverse weather conditions and seasonal temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Performing repetitive tasks and using a computer keyboard/monitor for prolonged periods.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Northern Buckeye Educational Council (NBEC).

The Northern Buckeye Educational Council (NBEC) is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to staffing factors, funding variables, modified operating procedures, and other unforeseen events.

The Northern Buckeye Education Council (NBEC) reserves the right to revise and/or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied employment contract.