

MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	Business Operations/Accounts Specialist
Reports To:	Treasurer/CFO; Business Services
Status:	FLSA Classified; Section 3319.081 – ORC
General Description:	<ol style="list-style-type: none"> 1. Provide support to the Treasurer/CFO in the fiscal management and operations of the District. 2. Provide fiscal reporting and accounting support regarding district business functions, including, but not limited to, transportation, insurance programs, liability management and reporting, accounts payable, and fixed assets inventory.
Qualifications:	<ol style="list-style-type: none"> 1. High School diploma or equivalent; additional professional training preferred. 2. Successful experience in a business office and/or school office environment. 3. Proficient in computer skills and knowledge of applications necessary to access and disseminate relevant information in a timely manner. 4. Able to input and retrieve data accurately. 5. Efficient and effective in meeting deadlines for accurate information management. 6. Excellent telecommunication and organizational skills. 7. Good health and good attendance record. 8. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access office, meeting rooms, work room, and appropriate areas of school and District property and facilities. 2. Strong communication (verbal and written) and interpersonal skills. 3. Able to present information to individuals and small groups in a clear and compelling manner. 4. Able to work successfully with students, teachers, support staff, administrators, parents, and the community. 5. Able to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 6. Able to interact well with other people, but also the able to work independently.
Performance Responsibilities (* - Essential Functions):	
<ol style="list-style-type: none"> 1. * Provide organizational/secretarial/clerical support services in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. Perform full range of organizational/secretarial/clerical duties for District administrators as assigned. 3. Collect necessary data, maintain records, and prepare and submit reports for District services and programs as required by the Ohio Department of Education, the United States Department of Education, and the District as assigned. 4. * Maintain confidential information, records, and files as required. 5. * Oversee fiscal processes and reporting regarding all aspects of purchasing, competitive quotations and bidding, and accounts payable processing. 6. *Maintains records regarding District fixed assets and inventories. 7. Process incoming and outgoing voice and data communications; handle routine correspondence independently. 8. * Answer telephones, greet visitors, and expedite questions and requests in a courteous and diplomatic manner. 9. Maintain appointment/meeting calendar, District activity and events calendar, as requested. 10. Organize, prepare, and disseminate District meeting agendas, minutes, and related materials in a 	

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<p>complete and timely manner, as assigned.</p> <ol style="list-style-type: none">11. * Maintain records as required by law, District policy, and administrative guidelines.12. Collect and maintain accurate and current data relative to assignment.13. Operate office equipment and technology effectively and arrange for the timely maintenance and repair as needed.14. Establish and maintain positive relationships with students, parents, teachers, District staff, and community.15. Communicate and collaborate effectively with teachers, administrators, and school/District staff.16. * Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.17. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.18. Respond to specific requests from the Treasurer/CFO on matters affecting the program and operation of the District.
Other Professional Expectations:
<ol style="list-style-type: none">1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.2. Demonstrate a belief in and practices ethical principles and democratic values.3. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee's professional responsibilities.4. Keep up-to-date and knowledgeable of emerging technologies and skills, educational issues and District-related matters.5. Perform other job functions as assigned.
Additional Working Conditions:
<ol style="list-style-type: none">1. Occasional extra-hours/weekend work.2. Occasional operation of a vehicle under inclement weather conditions.3. Occasional exposure to blood, bodily fluids, and tissue.4. Occasional interaction among unruly children.
The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.