

MAYFIELD CITY SCHOOLS
JOB DESCRIPTION

Title:	Fiscal Operations Coordinator
Reports To:	Treasurer/CFO
Status:	FLSA Exempt; Section 3319.02 – ORC
General Description:	Provide support to the Treasurer/CFO in the fiscal management and operations of the District. Provide fiscal reporting and support regarding bank transactions, financial reporting processes, and preparation of Financial Statements.
Qualifications:	<ol style="list-style-type: none"> 1. Associate's degree or higher in accounting, school business management, or related field from an accredited college or university. 2. Knowledge of school administration, Ohio school finance, & Ohio School Law. 3. Proficient in computer skills and knowledge of applications, necessary to access and disseminate relevant information and be able to disseminate same 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 which the Board may specify.
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 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 teachers, administrators, and district staff. 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 able to work independently.
Performance Responsibilities (* - Essential Functions):	
<ol style="list-style-type: none"> 1. Assist with the District's fiscal management in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. * Oversee bank reconciliation, daily cash activities, month-end and fiscal year closing processes. 3. * File statements and provide required notice regarding district programs and Financial Statement preparation, as assigned, at the time and in the form required by law. 4. * Account for District funds and maintain all records pertaining thereto in the manner described by law. 5. Render a statement of accounts to the Treasurer/CFO in the form prescribed by law in a timely manner. 6. Assist with management of fiscal processes and reporting required for all aspects of purchasing, competitive quotations and bidding, and processing of invoices, as assigned. 7. * Assist with planning and implementing long-range fiscal and building plans and assist with the preparation of the annual budget based on District resources and needs. 8. Administer all necessary data collection, record keeping, and reporting for personnel services as required by the Ohio Department of Education, the United States Department of Education, and the District. 9. Help interpret the budget and the District's fiscal operations to members of the staff and community, as assigned. 10. * Serve as liaison during audit process. 	

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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:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Demonstrate a belief in and practice of 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:

1. Occasional extra-hours/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
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.