

ASHTABULA AREA CITY SCHOOLS

JOB DESCRIPTION

Position Title: Fiscal Coordinator

Department: Treasurer's Office

Reports to: Treasurer

Job Objective: The Fiscal Coordinator is an integral part of the Treasurer's office. This position provides services to district staff in various aspects such as record keeping, budgetary and financial reporting. The Fiscal Coordinator will perform in a professional manner all duties assigned, contributing to an efficient operation of the Treasurer's office.

Minimum Qualifications:

- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Associate's Degree in Accounting, Business or a related field is preferred.
- Preferred 3+ years' of experience in a school Treasurer's office.
- Experience with Uniform School Accounting Standards (USAS) and GAAP.
- Experience with state software for Ohio school districts.
- Proficient in office/finance related software programs, technology and other workplace innovations that support job functions.
- Effective organizational, planning and project management skills.

Essential Functions:

- Assures preparation, posting and maintenance of complete and accurate cash receipts records.
- Assures maintenance of complete and accurate record of student, clubs, athletics and other special district funds.
- Responsible for processing the Athletic, Preschool and Nutritional Service payments and/or receipts through the online program.
- Responsible for preparing bank reconciliations, both monthly and interim balancing.
- Responsible for balancing the month-end closing process.
- Maintains, compiles, and collates all fiscal, budgetary and monetary data relevant to prepare the monthly bank reconciliation for all bank accounts.
- Prepares requests for cash/PCR's as well as final expenditure reports/FER's for all applicable grants.
- Prepares and distributes monthly and annual budgetary reports.
- Assists with preparation of appropriation adjustments.

- Monitors variances between budget and actual expenditures.
- Monitors variances between USAS and CCIP budgets.
- Assist the Treasurer with the coordination of the state audit and GAAP conversion with district staff and external auditors.
- Perform other essential functions as assigned by the Treasurer.

Abilities Required:

- Engenders staff enthusiasm and teamwork.
- Work cooperatively with the board members, administrators, employees and outside vendors.
- Exhibits a positive attitude by acting as a role model for district employees, students and the community that supports the mission and goals of the district.
- Demonstrates cooperation by working effectively with others.
- Demonstrates dependability by being punctual and present at work.
- Exhibits poise and self-control in decision-making and problem solving relating to job assignment.

Supervisory Responsibility:

- None

Working Conditions:

- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive and/or unruly individuals.

Performance Evaluation:

Job performance is evaluated according to the policy provisions and contractual agreements adopted by the Ashtabula Area City School District Board of Education.

Salary Status:

FLSA: Non-exempt Hourly

This is a full time, non-union exempt position. The salary for this position will be based on educational attainment and experience.

Salary Schedule:

Salary based upon the Central Office (Non Administrator) Wage Scale. Grade and step placement will be established at the time of employment by the Superintendent and Treasurer.

Work Schedule:

260 days per year (minus approved vacation and holidays) as a non-teaching supervisor.

The Ashtabula Area City School District Board of Education is an equal opportunity employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the individual. The individual will be required to follow the instructions and perform the duties required by the Superintendent and/or the Treasurer.

Approved: 05/29/2018

Revised & Board Approved 07/19/2022

Revised & Board Approved 02/21/2024