

POSTING

LAKOTA LOCAL SCHOOL DISTRICT
Human Resources Office

TO: All Support Staff
FROM: Human Resources
DATE: October 29, 2021

We are currently accepting applications for the position: **Fiscal Office Specialist - .5 Payroll / .5 Budget**

Job Category: Exempt – School Employees Retirement System (SERS)

Reports To: Treasurer or designee

Supervises: none

Contract Days: 260 days, July 1 – June 30

Evaluation: Performance of this job assignment will be evaluated in accordance with provisions in Board policy

Schedule: 8 hours per day, 5 days per week (1 FTE), 8:00AM-4:30PM

Salary Range: \$25.98 per hour and up; commensurate with experience

Location: Treasurer's Department, Central Office

Date of Employment: November 2021

Application Process: Current Lakota employees may apply through **3:00 P.M., November 4, 2021**. Administration will review all applicants who have completed an on-line application at www.lakotaonline.com. Current Lakota employees must create a user account and application in the Butler County Area Application Consortium to apply for these positions.

Application Deadline: **November 4, 2021**

Applicants that are offered positions shall be required to submit to an FBI/BCII criminal background check. Failure to satisfactorily pass the criminal background check based on the discretion of the Board of Education will preclude an individual from employment with the district.

**LAKOTA LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Position: Fiscal Office Specialist - Payroll

Department: Treasurer's Department

Reports to: Treasurer or designee

Hours: 8 hours per day; 5 days per week

Contract: 260 Days

SUMMARY:

To assist the Treasurer in the financial operation of the school district.

MINIMUM EDUCATION:

Bachelor degree preferred; High School graduate (minimum).

EXPERIENCE:

Three (3) to five (5) years of payroll experience preferred.

RESPONSIBILITIES:

- Provide input regarding administrative performance of fiscal functions
- Creating reports for confidential communication to staff
- Create all necessary documents needed for negotiations with the Associations
- Prepare 2 payrolls per month
- Manage and maintain all records related to leaves
- Maintain and provide information regarding FMLA
- Discuss HIPPA information with staff as needed
- Data Entry
- Process and understand IRS guidelines
- Liaison/problem resolution with building/department personnel.
- Provides professional customer service to all who interact with the fiscal office.
- Audit preparation.
- Maintaining and processing Capital Assets inventory.
- Supports the Treasurer in all fiscal areas.
- Works collaboratively with the Treasurer's office team.
- Complies with all mandated procedures as defined by the Treasurer.
- Ability to handle a high volume of paperwork in a fast-paced environment
- Ability to meet deadlines
- Ability to multi-task
- Attention to detail a must
- Must be highly organized and able to prioritize
- High degree of customer service skills
- Must be a team-player
- Proficient in Word and Excel
- Ability to demonstrate a record of accountability, acceptance of responsibility, and productivity
- Adaptable and flexible
- Show initiative
- High moral character and good attendance record required
- Other duties as assigned as related to the job description.

EMPLOYMENT REQUIREMENTS:

- Work is performed in a school/office environment
- Ability to lift up to 50 lbs. on a routine and ongoing basis
- Bending, lifting, twisting and repetitive motion required
- Valid driver's license required
- Ability to utilize automated office equipment
- Willingness to learn throughout the course of employment

**LAKOTA LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Position: Fiscal Office Specialist - Budgetary

Department: Treasurer's Department

Reports to: Treasurer or designee

Hours: 8 hours per day; 5 days per week

Contract: 260 Days

SUMMARY:

To assist the Treasurer in the financial operation of the school district.

MINIMUM EDUCATION:

Bachelor degree preferred; High School graduate (minimum).

EXPERIENCE:

Three (3) to five (5) years of fiscal experience preferred.

RESPONSIBILITIES:

- Processing of requisitions, purchase orders, invoices, checks & receipts.
- Manages receipt processing and assists with the reconciliation process.
- Reconciliation of invoices to purchase orders.
- Monitoring of budgets and proper coding according to USAS (Uniform School Accounting System).
- Creation and management of spreadsheets.
- Liaison/problem resolution with building/department personnel.
- Provides professional customer service to all who interact with the fiscal office.
- Audit preparation.
- Maintaining and processing Capital Assets inventory.
- Supports the Treasurer in all fiscal areas.
- Works collaboratively with the Treasurer's office team.
- Complies with all mandated procedures as defined by the Treasurer.
- Ability to handle a high volume of paperwork in a fast-paced environment
- Ability to meet deadlines
- Ability to multi-task
- Attention to detail a must
- Must be highly organized and able to prioritize
- High degree of customer service skills
- Must be a team-player
- Proficient in Word and Excel

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

- Ability to demonstrate a record of accountability, acceptance of responsibility, and productivity
- Adaptable and flexible
- Show initiative
- High moral character and good attendance record required
- Other duties as assigned as related to the job description.

EMPLOYMENT REQUIREMENTS:

- Work is performed in a school/office environment
- Ability to lift up to 50 lbs. on a routine and ongoing basis
- Bending, lifting, twisting and repetitive motion required
- Valid driver's license required
- Ability to utilize automated office equipment
- Willingness to learn throughout the course of employment