

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

FISCAL SPECIALIST

Minimum Qualifications:

- High school diploma with additional training is desirable
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies
- Strong organizational, planning and project management skills
- Experience with governmental fiscal operating procedures is desirable
- Proficient in oral and written communication skills
- Ability to multi-task and demonstrate strong diplomacy skills
- Proficient in office protocol and the use of information technology systems
- Congenial telephone etiquette

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Non-Exempt

Reports To: Treasurer/CFO

Job Objectives:

Assists with the effective operation of the Treasurer/CFO's office

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations: however, the list below is not ranked in order of importance."

- Performs administrative support duties
- Takes the initiative to perform routine tasks independently
- Organizes and maintains a functional filing system that ensures the safe retention and efficient retrieval of office records
- Upholds Board policies and follows administrative guidelines and procedures
- Promotes a favorable image of the service center
- Respects personal privacy and maintains confidentiality of privileged information
- Answers the phone and directs calls based on the nature of the inquiry
- Takes/delivers messages
- Keeps current with program, policy and procedure changes

- Helps keep staff informed about relevant issues
- Refers inquires requiring policy interpretation to administrative staff
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.)
- Verifies the accuracy of database information as directed
- Composes and types routine correspondence, memos notes, forms, etc.
- Collects, compiles, edits and types statistical data and reports as directed.
- Uses photocopying, duplicating equipment and printers to produce documents
- Fixes minor equipment malfunctions and contacts appropriate staff to schedule repairs as needed
- Maintains office transaction records (e.g., petty cash, receipts, contributions, etc.)
- Processes mail and faxes
- Types, duplicates, assembles and processes routine and special mailings
- Assists with committee assignments and/or special projects as directed
- Prepares purchase orders as directed
- Monitors and reorders office supplies as needed
- Maintains forms related to administrative guidelines/procedures and program functions
- Assembles data for financial analysis/forecasting when requested
- Works cooperatively with auditors
- Serves as a back-up for various positions within the Treasurer's office
- Maintains an orderly office
- Periodically discards archived records as directed and in accordance with the record retention and disposal scheduled adopted by the Governing Board
- Keeps current with advances in office technology
- Assists other staff when needed or requested
- Participates in staff meetings and professional growth opportunities as directed
- Accepts personal responsibility for decisions and conduct
- Strives to develop rapport and serves as a positive role model for others
- Performs other specific job-related duties as directed by the Treasurer/designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal

responsibility to help instill in students the belief in and practice of ethical principles and democratic values.