

**BEAVERCREEK CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

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| <b>Title:</b>                                    | <b>FISCAL ANALYST AND COORDINATOR</b>   | <b>File 218</b> |
| <b>Reports to:</b>                               | Treasurer/CFO   |                 |
| <b>Job Objectives:</b>                           | Performs timely analytics and processing of the fiscal operations and authorized financial obligations.   |                 |
| <b>Minimum</b>                                   | Four year college degree in accounting or finance from an accredited college or university preferred.   |                 |
| <b>Qualifications:</b>                           | Valid Ohio treasurer's license, or ability to obtain a license<br>Experience with school district fiscal operations preferred<br>Demonstrated computer proficiency including word processing, database, spreadsheet and presentation software<br>Experience with state and federal grants preferred<br>Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).<br>Documented evidence of a clear criminal record<br>Proficient in office protocol and the use of business equipment<br>Proficient in data entry, spelling, proofreading, and the correct use of grammar<br>Moderate understanding of the Uniform School Accounting System, (USAS)<br>Ability to be attentive to detail and able to perform repetitive tasks with accuracy<br>General understanding of internal control system(s)<br>Multitasking ability and strong interpersonal skills<br>High moral character, and good attendance record   |                 |
| <b>Responsibilities and Essential Functions:</b> | The following duties are representative of performance expectations.<br>Reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.<br><br>State, Federal, and Auxiliary Services Grants coordinator<br>Monitors financial information for state and federally funded projects.<br>Prepares all financial reports relating to state and federally funded projects.<br>Reviews state and federal reports for compliance with budgetary requirements.<br>Monitors and posts information regarding budgets and appropriations for state and federal grants.<br>Provides requested analytics of financial data as requested by the Assistant Treasurer and/or Treasurer/CFO<br>Organizes financial data required to keep the Assistant Treasurer and Treasurer/CFO informed of pertinent issues.<br>Organizes and maintains a functional filing system that ensures the safe retention of office records.<br>Keeps materials properly filed to maintain an orderly office.<br>Upholds board policies and follows administrative procedures.<br>Refers inquiries requiring policy interpretation to administrative staff.<br>Audits invoices received against orders placed for accuracy, completeness and proper authorization. |                 |

Enters, corrects, voids, distributes and files purchase orders and related documentation.

Enters, prepares and distributes vendor checks.

Prepares deposit slips for delivery to the bank.

Enters and records daily cash receipts.

Issues invoices for rentals, substitute reimbursement, non-sufficient fund fees and other district accounts receivable.

Researches and answers outside inquiries in regards to both accounts payable and accounts receivable.

Acts as a liaison with buildings and departments regarding receipts, expenditures, budgets and related issues.

Trains new employees on the accounting software system, as well as pertinent treasurer office policies and procedures.

Available to all district staff for questions regarding accounting software, budgetary questions and general treasurer office policies and procedures.

Strives to develop rapport with others. Respects personal privacy. Maintains the confidentiality of privileged information.

Enters, updates and maintains vendor files.

Opens and distributes mail.

Communicates with staff, vendors and other necessary parties regarding purchase orders, invoices and payments.

Reviews and reconciles employee reimbursement items including mileage and cellular phone charges.

Types correspondence, memos, and other office documents.

Keeps current with updates/changes in technology and office related software.

Keeps current with accounting processes and procedures.

Participates in staff meetings and professional growth activities as directed.

Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following aptitudes and physical skills are essential for the successful performance of assigned duties.

Demonstrates professionalism and maintains a positive work attitude.

Takes the initiative to identify and solve problems independently.

Works cooperatively to support a successful team effort.

Communicates effectively using verbal, nonverbal, and writing skills.

Reacts productively to interruptions and changing conditions.

Operates office equipment efficiently and accurately.

Lifts, carries, and/or moves office supplies and equipment.

Maintains an acceptable attendance record and is punctual.

Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Potential for exposure to blood borne pathogens and communicable diseases.

Potential for interaction with disruptive and/or unruly individuals.

Exposure to adverse weather conditions and seasonal temperature extremes.

Duties may require operating and/or riding in a vehicle.

Duties may require prolonged use of a computer keyboard and monitor.

Duties may require detailed paperwork.

Duties may require working under time constraints to meet deadlines.  
Duties may require working during the evening and/or weekend.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Beaver Creek City School District Board of Education.

The Beaver Creek City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.