

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: Fiscal Assistant****File 212****Reports To:** Assigned administrator/supervisor

Job Objective: Performs duties that support the effective management of student activity accounts and support various payroll and accounts payable functions.

Minimum Qualifications:

- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- Maintains a record free of criminal violations that prohibit public school employment.
- High School diploma or general education degree (GED). Bookkeeping/office assistant skills verified by training and relevant work experience. Essential understanding of accounting standards.
- Basic computer and keyboarding skills.

Preferred Attributes:

- Effective interpersonal skills, approachable, conscientious, and the ability to be self-directed.
- Ability to work effectively with others and demonstrate excellent customer service skills.
- Patience and understanding.

Physical Demand Level¹: Sedentary strength (seldom lifting/carrying more than 11 lbs.). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, standing, and using a traditional keyboard.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:**1. Performs student activity fund, accounts payable, payroll, and general accounting services.**

- Identifies work priorities to focus on tasks that require immediate attention.
- Assists office visitors. Answers routine questions or directs inquiries to appropriate staff. Answers/directs telephone calls.
Performs general office functions which may include, but are not limited to, making photocopies, scanning, printing, etc.
- Establishes a complete audit trail for each financial transaction.
- Updates all records relating to student activity accounts policy/purpose and budget statements. Maintains a written/digital copy and makes it available to administrators, activity supervisors, sponsors, and accounting department personnel, as needed. Makes updates as needed to Student Activity budgets in accounting software.
- Reviews and verifies student activity forms (e.g., sales potential, sales summaries, ticket reconciliations, student program affidavits, etc.).
- Collects athletic and student activity monies. Prepares deposit slips. Deposits funds daily. Prepares disbursement checks. Secures necessary signatures to release checks. Submits all compiled records to Assistant to the Treasurer/Payroll, Accounts Payable and Receivable, and/or Treasurer, as directed, for review.
- Records all transactions and maintains receipts.
- Generates and distributes monthly financial reports (e.g., fund activity, cash position) from the accounting system to coaches and activity advisors for their review.
- Itemizes cash receipts and disbursements.
- Prepares records for periodic internal audits by the district accounting department. Assists with the collection of "non-sufficient funds" checks.
- Provides backup support for other departments. Assists with special projects as directed.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.

- Reviews and posts employee attendance districtwide. Verifies & communicates paid time balances with payroll and operations. Tracks, communicates, and takes other necessary actions concerning staff unpaid leaves.
- Calculates and coordinates all employee severance payments.
- Processes and creates voucher packets for Athletics and Student Activities expenditures.
- Processes all invoices for Athletic and Student Activity club accounts.
- Reviews and ensures accurate receipts and deposits for Athletics and Student Activity club accounts.
- Reconciles Substitute staff purchased service invoices, such as Renhill or other third-party staffing services.
- Reconciles attendance Merit payments.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Maintains respectful relationships with co-workers and supports a cohesive team effort. Wears work attire appropriate for the position.
- Respects privacy. Ensures the veracity and security of confidential information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator. Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.
- Provides timely, high-level customer service and support to all stakeholders, including staff, colleagues, families, vendors, and community members, ensuring all inquiries are addressed promptly and professionally.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties. Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Performing tasks that require complex sequencing, dexterity, etc.

Performing tasks in a busy board office environment where noise levels can vary from standard quiet to moderate office volume to busy, populated, and higher-volume settings.

Extended periods of sitting and focused keyboarding/data entry.

Maintaining concentration in a professional office setting despite frequent interruptions.

Frequent communication via telephone and email, necessitating clear verbal and written articulation.

Occasional travel to meetings and work assignments.

Occasional overtime work may be necessary.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.