

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date: 9/1/2017
Title: Fiscal Assistant - B
Reports To: Treasurer
Employment Status: Full-time/Part-time
Days: As Determined by the Treasurer
FLSA: Limited Non-Teaching, Non-Exempt

QUALIFICATIONS

- Experience with the Re-Design Uniform School Accounting Software (USAS), SC View software, preferred
- Must be proficient with spreadsheets (EXCEL) and word processing
- Must possess the ability to maintain accurate and complete records, work well with others, communicate both written and verbally, and maintain confidentiality

GENERAL DESCRIPTION

Process accounts receivables, assist with payroll processing, grants management, bank reconciliations and other fiscal support as needed.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Assist Payroll Manager with payroll processing including:
 - Processing/input of timesheets
 - Attendance/absence input
 - Monthly payroll reconciliation
 - Filing of paperwork
- Cross-train and serve as back-up to the payroll process
- Month/Year-End budgetary reconciliation
- Process all invoices, excluding print shop
- Monitor daily bank balances
- Assist with GAAP reporting and annual audit
- Form 1099 creation