

MID-OHIO EDUCATIONAL SERVICE CENTER JOB DESCRIPTION

Date:	9/16/2026
Title:	Fiscal Specialist
Reports To:	Treasurer/CFO
Employment Status:	Full-time
Days:	As Determined by the Treasurer/CFO
MOESC Pay Schedule:	Fiscal Assistant
FLSA:	Non-Exempt

QUALIFICATIONS

- Associate degree or higher in accounting, finance, business administration, or a related field required.
- Proficiency in Microsoft Excel and word-processing software, with the ability to learn and effectively utilize financial systems and technology.
- Strong organizational skills and attention to detail, with the ability to maintain accurate financial records, manage multiple responsibilities, and meet established deadlines.
- Ability to communicate effectively and professionally with internal and external stakeholders while maintaining confidentiality and exercising discretion with sensitive financial and personnel information.

PREFERRED QUALIFICATIONS

- Previous experience in accounting, school finance, or a related fiscal position preferred; experience with Ohio State Software (USAS and USPS) and SCView strongly preferred.

GENERAL DESCRIPTION

The Fiscal Specialist supports the day-to-day financial operations of the Mid-Ohio Educational Service Center. Primary responsibilities include processing accounts receivable and accounts payable, with additional duties related to payroll, invoicing, contracts, and other fiscal functions as needed. The Fiscal Specialist works closely with the Treasurer/CFO and Assistant Treasurer to support the operational needs of the Fiscal Office, meet established deadlines, and perform other duties as assigned.

The Fiscal Specialist works collaboratively with ESC staff, vendors, school districts, and other stakeholders while maintaining accurate financial records and ensuring compliance with

established fiscal procedures, Board policies, and applicable requirements. This position provides an opportunity to develop a broad understanding of school finance through hands-on experience, cross-training, and collaboration within the Fiscal Office.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Process accounts payable transactions accurately and timely in accordance with established fiscal procedures.
- Review invoices and supporting documentation for accuracy and completeness prior to processing invoice for payment.
- Assist with requisition and purchase order processing as needed.
- Process and record accounts receivable transactions and receipts.
- Monitor outstanding receivables and assist with follow-up and reconciliation of accounts.
- Assist with invoicing, contracts, and related fiscal records and processes as assigned.
- Develop proficiency in payroll processes through training and cross-training to assist with payroll processing and related functions as needed.
- Provide backup and cross-trained support for other assigned Fiscal Department responsibilities.
- Assist with month-end and fiscal year-end processes as needed.
- Maintain current knowledge of applicable software, procedures, and fiscal practices through training and professional development.
- Provide professional and responsive customer service to employees, vendors, school districts, and other stakeholders.
- Perform other fiscal-related duties and responsibilities as assigned by the Treasurer/CFO.

PERSONAL QUALITIES

- Excellent verbal and written communication skills.
- Demonstrates high professional and ethical standards and maintains confidentiality.
- Accepts responsibility and demonstrates accountability for decisions, actions, and assigned duties.
- Demonstrates professionalism and contributes to a positive and collaborative work environment.
- Wears work attire appropriate for the position.
- Maintains reliable attendance, punctuality, and dependability.
- Organizes work effectively, takes initiative, and meets established deadlines.
- Exercises professionalism, sound judgment, and diplomacy when working with others.

- Demonstrates a positive, service-oriented approach and responds effectively to the needs of staff, vendors, districts, and other stakeholders.
- Demonstrates a willingness to learn, adapt, and develop professionally as responsibilities and organizational needs evolve.
- Shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC.

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours as necessary to complete assigned duties.
- Occasional operation of a vehicle under inclement weather conditions.
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

EVALUATION

Performance of this job will be evaluated by the Treasurer/CFO according to Mid-Ohio ESC board policy. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received

The Mid-Ohio Educational Service Center is an equal opportunity employer.