**Licking Valley Local School District**
**1379 Licking Valley Road NE**
**Newark, OH 43055**

**Job Posting**: 2026-2027 School Year
**Position**: Fiscal Specialist
**Reports to**: Treasurer
**Primary Contact**: Andrew Douglass
**Email**: andrewdouglass@g.lickingvalley.k12.oh.us
**Starting Date**: As soon as possible
**Contract Days**: 260
**Salary**: Commensurate with experience
**Application Deadline**: November 13, 2026
**Application:** Fiscal Specialist Job Application

**Job Objectives**
Supports the financial and administrative operations of the Treasurer's Office, including accounts payable, student activities, purchasing, financial records, reporting, and other responsibilities assigned by the Treasurer. Ensures accurate transactions, effective internal controls, and compliance with applicable requirements.

**Minimum Qualifications**
- Associate's degree or equivalent work experience required; bachelor's degree preferred.
- Valid Ohio driver's license or ability to obtain one.
- Strong analytical, organizational, and problem-solving skills with attention to detail and accuracy.
- Clear written and verbal communication; ability to explain and document processes and train others.
- Ability to prioritize work independently, manage competing responsibilities, and meet deadlines.
- Proficiency in Microsoft Office, especially Excel; working knowledge of Google Workspace and ability to learn district financial and electronic records systems.
- Ability to review, process, and reconcile financial information accurately; knowledge of internal controls and payment-fraud prevention.
- Professional judgment, discretion, and ability to maintain confidentiality.
- Meets applicable legal employment requirements and follows district policies and procedures.

**Preferred Experience**
- Ohio public-sector or school district finance, including state accounting requirements and financial software.
- ACH payments, positive pay, purchasing cards, and electronic requisition and approval workflows.

**Essential Functions**
The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

**Financial Operations and Accounting Support**

- Processes purchase orders, approved invoices, employee reimbursements, and other payments accurately and on schedule.
- Reviews purchasing and payment records for proper authorization, required quotes, complete supporting documentation, and compliance with procedures.
- Records and assists with financial receipts, deposits, expenditures, and other transactions as assigned.
- Maintains accurate vendor, purchasing, and payment records; communicates with district staff and vendors to research and resolve discrepancies.
- Coordinates and completes the annual 1099 process, including vendor tax records, identifying reportable payments, preparing and distributing forms, and timely filing.
- Performs assigned monthly bank statement and ledger reconciliations, including cash, receipts, and expenditures; researches and resolves differences.
- Analyzes monthly account statements and prepares financial reports, recaps, summaries, and supporting schedules as directed.

**Student Activity Accounts**

- Processes student activity receipts, deposits, expenditures, and other transactions; monitors account balances and assists with reconciliations.
- Reviews fundraising approvals, sales summaries, ticket reconciliations, and supporting records for accuracy, completeness, and compliance.
- Communicates procedures and documentation requirements to advisors and administrators and identifies concerns requiring follow-up.
- Reviews and updates student activity policies, purpose statements, procedures, and manuals as directed.

**Financial Systems, Compliance, and Office Support**

- Independently reviews applicable laws, board policies, negotiated agreements, and administrative procedures to verify that assigned processes follow requirements.
- Develops, updates, and maintains written office procedures; trains and assists staff with purchasing processes, financial software, and related tools.
- Maintains organized, secure, and auditable financial and electronic records in accordance with retention requirements.
- Assists with audit preparation, compliance reporting, internal controls, and payment-fraud prevention; promptly reports irregularities and concerns to the Treasurer or designee.
- Gathers information and assists with grant proposals, committee assignments, special projects, correspondence, and reports as directed.
- Participates in cross-training, provides backup support for other office functions, and contributes to improvements in office operations.
- Performs additional financial, accounting, administrative, and operational duties as assigned by the Treasurer.

**Abilities and Professional Expectations**

- Performs assigned work accurately, efficiently, and independently; demonstrates initiative, accountability, and sound judgment.
- Prioritizes duties and projects, responds appropriately to interruptions, and meets financial and operational deadlines.
- Communicates professionally with employees, vendors, parents, and the public; builds productive working relationships.
- Adapts to changing assignments and technology, supports cross-training, and maintains confidentiality.
- Maintains professional conduct and appropriate work attire and follows district policies and procedures.
- Takes reasonable precautions for student and staff safety and promptly reports safety concerns to an administrator.

**Working Conditions**

- Duties may require prolonged computer use, keyboarding, and other repetitive office tasks.
- Duties may require sitting, standing, bending, reaching, and lifting or moving office records and supplies.
- Duties may require working under time constraints to meet payment, reporting, and compliance deadlines.
- Duties may require traveling to district facilities or meetings and operating or riding in a vehicle.
- Potential for exposure to communicable diseases and blood-borne pathogens.
- Duties may involve handling confidential financial, employee, or student information.

**Performance Evaluation**

Performance is evaluated in accordance with Board policy and applicable contractual agreements. The Licking Valley Local School District Board of Education is an equal opportunity employer. This description is not an exhaustive list of duties. The Treasurer may assign or modify responsibilities consistent with the position, applicable laws, Board policies, and contractual agreements to meet district needs.

**To Apply**

Complete the Fiscal Specialist Job Application below and submit your resume to Andrew Douglass at andrewdouglass@g.lickingvalley.k12.oh.us