Mohawk Local School District
295 State Highway 231
Sycamore, OH 44882

JOB POSTING

DATE: November 23, 2026

POSITION VACANCY: ACCOUNTING/FISCAL ASSISTANT

Essential Functions:

- Ensure the safety and security of students, staff, and visitors while interacting with the public in a professional and courteous manner
- Foster positive relationships with staff, students, parents, and the community; attend required meetings and professional development
- Prepare and process bi-monthly payroll, including direct deposits, tax withholdings, retirement contributions (SERS/STRS), garnishments, voluntary deductions, substitute pay, supplemental pay, severance, incentives, and other negotiated payouts
- Maintain confidential personnel, payroll, leave, attendance, and benefits records; process employee onboarding, employment verifications, salary notices, W-2s, and employee calendar updates
- Administer payroll compliance by tracking and reporting federal, state, city, and school district taxes, retirement contributions, annuities, professional dues, wage levies, child support, student loan garnishments, and EMIS reporting requirements
- Reconcile payroll systems, balance monthly payroll records, reconcile bank statements, maintain outstanding check registers, and archive month-, quarter-, and year-end payroll reports
- Administer employee health and life insurance programs, including enrollment, billing, COBRA notifications, and resolution of insurance discrepancies
- Process employee leave requests, maintain compensatory time records, and accurately track all employee absences
- Convert purchase requisitions into purchase orders with accuracy and efficiency
- Match invoices to corresponding purchase orders to ensure accurate payment processing
- Scan and upload invoices into the fiscal software for electronic approval and workflow processing
- Verify purchase order and invoice details to maintain accurate financial records
- Assist with accounts payable processes by preparing documentation for timely payment
- Maintain organized electronic records of purchase orders and invoices
- Communicate with vendors and internal departments to resolve invoice and purchase order discrepancies
- Ensure compliance with company purchasing policies and approval procedures
- Support daily procurement and accounts payable operations in a fast-paced office environment
- Receive, record, and reconcile all district receipts, including tuition, fees, grants, reimbursements, and other revenue sources
- Prepare bank deposits and reconcile daily cash receipts to the financial system
- Maintain accurate accounts receivable records and monitor outstanding balances
- Invoice outside agencies, community organizations, and other entities for district services and reimbursements
- Research and resolve payment discrepancies while providing excellent customer service to staff, parents, vendors, and community members
- Reconcile accounts receivable transactions with the general ledger and assist with month-end and year-end closing processes
- Assist with grant, federal, and state reimbursement tracking and reporting as assigned
- Safeguard confidential financial and student information while ensuring compliance with district policies and applicable laws
- Collaborate with district departments to ensure accurate revenue reporting and timely collection of funds
- Perform employment verification
- Process all new and current substitute teachers along with maintaining files and notifying substitute caller
- Perform other accounting and business office duties as assigned by the Treasurer/CFO

Other Duties and Responsibilities:

- Perform other duties as assigned by the Treasurer

Qualifications:

- High school diploma or general education degree (GED); two or four-year college degree preferred
- Training and/or experience, which evidences an advanced knowledge of payroll duties and communication skills (verbal and written);
- Dependable
- Detail oriented
- Organizational skills
- Time management skills
- Person of integrity
- Ability to work effectively with other employees
- Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Excellent computer skills, proficient to advanced in Excel and Word
- Knowledge of accounting practices and procedures
- Ability to be flexible and adapt to changing situations
- Ability to prioritize and meet deadlines
- Excellent attention to detail

SALARY: Per Established Schedule

APPLICATION DUE: ASAP, position open until filled

START DATE: TBD

APPLICATION PROCEDURE: Letters of interest, resumé, and application should be sent to:

Cathyrn Zimmer, Treasurer
295 State Highway 231
Sycamore, OH 44882
cathyrn.zimmer@mohawklocal.org

Applications are available at https://www.mohawklocal.org/admin-page/employment