Butler Tech
Human Resources

EMPLOYMENT OPPORTUNITY

POSITION	Fiscal Specialist
LOCATION	Central Office

GENERAL DESCRIPTION

The Fiscal Specialist is a proactive critical thinker and problem solver who contributes to the efficient operation of the Finance Department in a manner consistent with the goals and objectives of the district by supporting stakeholder engagement.

Specific tasks include:
- Management of student activity accounts
- Oversee grant coordination and administration
- Monitor and support bid packages and contracts
- Monitor and support facilities financial processes
- Cross-train to support other Finance Department functions

The Fiscal Specialist works a 1st shift 8-hour day with a 30-minute unpaid lunch Monday – Friday. (Ex. 7:00am – 3:30pm or 8:00am – 4:30pm) Specific start and end times are open to discussion.

QUALIFICATIONS
- Associate's degree in Business or related field **OR** equivalent combination of education and experience;
- Prior school district finance office experience preferred;
- Working knowledge of Ohio Department of Education Uniform School Accounting System software (USAS) preferred;
- Proven experience in critical thinking, problem solving, and decision-making;
- Excellent typing/keyboarding skills;
- Proficient in Microsoft Office Suite or similar and ability to learn new or updated software;
- Willingness and ability to work as a team member;
- Effective and demonstrated analytical, oral and written communication, and organization skills;
- Valid drivers' license, reliable transportation, and vehicle insurance;
- History of strong work record, including good job attendance; and acceptable criminal record.

START DATE	As Soon as Feasible
SALARY	$51,744 – 73,592 with placement based on experience and education
BENEFITS	Includes medical, dental, vision, and life insurance; tuition reimbursement; paid holidays and vacation time
WORK YEAR	260 days (12-month calendar); 8 hours/day; 1st Shift
DEADLINE	October 2, 2023 or Until Filled
APPLY TO	Butler Tech Careers