

**BOARD OF EDUCATION – DELAWARE CITY SCHOOLS**  
**Job Description**

Date: December 9, 2024

Title: **HR Generalist/Fiscal Support – Treasurer's Office – Exempt Confidential Employee**

Reports To: Treasurer/CFO

Employment Status: Full Time

FLSA Status: Non - Exempt

Qualifications:

- \* High school diploma or equivalent
- \* Experience in office management and procedures and computerized accounting procedures with evidence of increasingly responsible administrative support work with at least five years of advanced office experience or accounting skills/experience and also performing varied and responsible records arrangement, reporting and administrative duties in an automated office setting. Completion of course work leading to an Associate of Arts major with emphasis in human resources, secretarial science, office technology or Associate of Business major in Accounting or closely related field is desirable.
- \* Knowledge of advanced office procedures, including filing systems, record keeping systems, business correspondence reporting formats, office technology and work flow.
- \* High degree of proficiency in computer programs which include maintaining and creating major databases, spreadsheets and other applications.
- \* Knowledge of budget administration.
- \* Knowledge of English composition, usage, syntax, spelling, grammar, and punctuation.
- \* Ability to work independently with little directions exercising good judgement in relieving the administrator of administrative details and communication.
- \* Ohio Notary Public Certification and maintain current Public Records Training.
- \* Good health, physical stamina, fitness and vitality

General Description: Under the direction of the Treasurer/CFO, plan and organize work flow and communication within assigned departments (Primarily Treasurer's Office or Human Resources). Interpret and apply knowledge of policies, rules, regulations and procedures, programs and organization to specific situations and issues.

**The tasks listed are representative of similar duties that may be assigned in this classification. This is not an exhaustive list of all the tasks assigned and it is not expected that all of the tasks listed are necessarily assigned to the position within this classification.**

Essential Functions:

1. Organize and manage assigned workflow within HR and/or Treasurer's Office assuring efficiency and quality of support operations. Must answer a wide variety of questions, regarding HR and Treasurer's Office departmental procedures, practices and policy.
2. Use advanced functions of text processing, database, and spreadsheet software; use specialized business and student software programs; enter data to microcomputer to maintain databases and generate documents and reports.
3. Collect information, statistical data and backup material; prepare and edit statistical, financial and administrative reports for approval.
4. Speak tactfully and courteously with staff and public and be sensitive to diversity.
5. Facilitate cooperation regarding mutual concerns between departments or with outside individuals.

6. Work independently with and maintain confidentiality with privileged and sensitive records, materials and information in all aspects of job duties, including, but not limited to maintaining accurate staff records.
7. Responsible to assist with payroll and/or accounting system coordination along with documentation to assist both budgetary and payroll processes.
8. Responsible for assisting with proper coding, account distribution, and trial balance detail.
9. Assist Treasurer/CFO with accounting systems, including but not limited to inventory, fixed assets, student activities, athletic financial activity, personnel data systems, daily deposit support, FMLA, Payroll including STRS/SERS, Worker's Compensation, Accounts Payable, Accounts Receivable, Purchase Orders, and Insurance Benefits.
10. Responsible for verifications and assist with salary grid placement.
11. Responsible for assisting with employee orientation and onboarding, including background check support.
12. Responsible for assisting with employee recruitment, recognition, and retainment programs.
13. Responsible for assisting with tuition reimbursement program, licensure program, and permit renewal program.
14. Responsible to support collective bargaining negotiations and collective bargaining agreement maintenance.
15. Other duties as assigned by Treasurer/CFO in collaboration with the Executive Director of Human Resources.

Expectations:

1. Demonstrate support for the district's Vision, Mission and Beliefs.
2. Demonstrate commitment to continuous improvement by engaging in regular professional development activities.
3. Ensure that decisions are based on data.
4. Demonstrate flexibility and openness to innovation in the performance of job related duties.
5. Serve as a role model in how to conduct oneself as a citizen and as a responsible, intelligent human being.
6. Adhere to and enforce all board policies.
7. Perform other tasks as assigned by the Treasurer/CFO in collaboration with the Executive Director of Human Resources.
8. The employee shall remain free from any alcohol or abuse of a non-prescribed controlled substance in the workplace throughout employment in the District.

Additional Working  
Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.