NOTICE OF UNCLASSIFIED SUPPORT STAFF POSITION
2026-2027 School Year

Date of Posting: October 14,2026
Deadline for Applicants: October 19,2026 or Until Filled

TITLE: Fiscal Support Assistant

ABOUT YOU:

You are organized, dependable, detail-oriented, and comfortable working with numbers, records, and confidential information, but you also know that work should be enjoyable. You like to have fun, enjoy working with people, and bring a positive attitude to the Central Office team. You are coachable, open to feedback, and willing to learn, while also being self-directed and able to manage your responsibilities with minimal oversight. You take initiative, solve problems, follow through on commitments, and understand when to ask questions. Most importantly, you believe in the mission of Galion City Schools and want to contribute to a culture reflected in our Courage to Climb mindset and the Courage Compass found at galionschools.org > How We Climb.

ABOUT THE JOB:

The Fiscal Support Assistant provides administrative and financial support to the Treasurer and Central Office fiscal operations. Responsibilities include assisting with accounts payable and receivable, purchase orders, invoices, financial records, reporting, data entry, document organization, and other routine fiscal functions. The position works closely with the Treasurer and other district staff to maintain accurate records, respond to questions, meet deadlines, and support compliance with district procedures and applicable financial requirements. This position is an important part of the Central Office team and helps ensure the district's financial operations are accurate, efficient, and responsive to the needs of our schools and staff.

TERMS OF EMPLOYMENT: Full or part-time as needed

FLSA STATUS: Exempt

REPORTS TO: Treasurer / CFO
Or designee

LAST ADOPTED: October 2026

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Experience with computerized accounting procedures.
5. Skills in general office machines (e.g., 10-key calculator, variety of computers, etc.).

6. Bookkeeping skills/experience.
7. Good attendance and high moral character.
8. Must be accurate, efficient, and capable of handling detailed work assignments.
9. Ability to get along and communicate with staff, administrators, the public, and others.

ESSENTIAL FUNCTIONS:

1. Maintains confidentiality of communications, conversations, documents, personnel- and FERPA-related matters.
2. Provides broad fiscal and administrative support to the Treasurer and assists with the district's daily financial operations.
3. Assists with accounts payable, accounts receivable, purchasing, purchase orders, invoices, reimbursements, deposits, account coding, reconciliations, and other routine fiscal transactions.
4. Assists with the preparation, processing, verification, and reconciliation of payroll, including regular, supplemental, and special payrolls, employee deductions, retirement contributions, taxes, garnishments, and other payroll-related obligations.
5. Supports coordination among district financial, payroll, personnel, benefits, retirement, and related electronic systems and helps maintain accurate information across those systems.
6. Maintains accurate and organized fiscal, payroll, personnel, benefits, contract, and other Central Office records in accordance with district procedures and applicable records retention requirements.
7. Assists with employee-related fiscal matters, including salary and contract changes, supplemental contracts, salary notices, employment verifications, benefits enrollment and changes, retirement reporting, attendance incentives, and other approved compensation.
8. Assists the Treasurer with financial reporting, internal operating reports, reconciliations, internal controls, GAAP conversion, year-end processes, audits, and preparation of information requested by state, county, and other governmental agencies.
9. Reviews financial and personnel information for accuracy, identifies discrepancies, resolves routine issues independently, and communicates concerns requiring additional review to the Treasurer.
10. Assists employees, administrators, vendors, and other stakeholders with questions related to purchasing, payments, payroll, benefits, and other fiscal matters while providing timely and professional customer service.
11. Maintains calendars, reporting requirements, deadlines, recurring financial obligations, procedures, checklists, and supporting documentation to promote accuracy, efficiency, and continuity within the Treasurer's Office.
12. Assists with implementation and effective use of financial, payroll, benefits, document management, and other technology systems and identifies opportunities to improve fiscal processes, efficiency, accuracy, and internal controls.
13. Collaborates with the Treasurer, Human Resources, Central Office staff, building administrators, and other employees to ensure accurate and timely exchange of fiscal and personnel information.
14. Provides backup assistance and cross-training for other Treasurer's Office and Central Office functions to support continuity of district operations.
15. Demonstrates initiative, sound judgment, organization, attention to detail, and the ability to manage multiple responsibilities and deadlines with minimal supervision.

16. Contributes positively to the Central Office team, enjoys working with others, is receptive to coaching and feedback, and supports the mission, vision, values, Courage Compass, and Courage to Climb philosophy of Galion City Schools.
17. Performs other fiscal, administrative, and operational duties as assigned by the Treasurer or Superintendent.
18. Demonstrates the ability to organize tasks to completion.
19. Identifies, analyzes, and solves problems.
20. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
21. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:
This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Internal Candidates:

Please Click Here to complete and submit the Google Form Employment Application

External Candidates:

Please click Here to complete and submit the Google form Employment Application
And
Please submit a cover letter and resume to:
human.resources@galionschools.org