



## Defiance City Schools Position Opening



### **POSITION VACANCY**

**POSITION:** **Fiscal Specialist**

The Defiance City School District is seeking a highly qualified Fiscal Specialist for the Business Office. This is an opportunity to join a high performing school district committed to the success of all students.

**APPLICATION DEADLINE:** **August 30, 2024**

**SALARY:** Salary and benefits will be competitive within the region and commensurate with experience and qualifications. Non-represented position/considered "confidential" employee.

#### **MINIMUM QUALIFICATIONS:**

1. Experience in a public school treasurer's office preferred.
2. Associates Degree Preferred.
3. A record free of criminal violations that would prohibit public school employment.
4. Preferred knowledge of the following: general office practices, USAS, USPS, and Board Docs.
5. Demonstrate skills in the following: construct/compose a business letter/invoice, Microsoft Word, PowerPoint, Excel, Google Documents, and Google Calendar.
6. Must possess excellent math skills, organizational skills, accuracy, and attention to detail.
7. Ability to communicate with the public, staff and administration in a positive and professional manner including confidentiality.
8. Ability to multitask and work independently without close supervision in all aspects of the position and to deal with changing priorities.
9. Consistent and reliable attendance required to meet deadlines.
10. Position is year round, including summer (260 Days).

#### **APPLICATION PROCESS:**

Submit a resume and letter of interest to:

Mrs. Cheryl Swisher, CFO/Treasurer Defiance City Schools  
801 S. Clinton St.  
Defiance, OH 43512

or email to [cswisher@defianceschools.net](mailto:cswisher@defianceschools.net)