ASSISTANT TO THE TREASURER JOB POSTING

The Meigs Local School District Treasurer's Office has an opening for a full-time Assistant to the Treasurer due to the resignation of an employee. The district is seeking applicants to fill the vacancy. The position requires strong computer and math skills with excellent attention to detail. Public school experience, including operation of/familiarity with current state payroll and budgetary software is preferred. The possession of, or in the process of obtaining an Ohio School Treasurer License through the Ohio Department of Education is recommended for possible future advancement.

The Assistant to the Treasurer position will be handling all accounts receivable, inventory, insurance rosters, monthly bank reconciliation, student activity accounts and records retention schedule plus other duties as assigned. Applicants will be crossed trained with both payroll and accounts payable positions. Additionally, applicants should be skilled in the use of Microsoft Office, specifically Excel, Word and Outlook. The district has approximately 265 full-time employees.

Salary for the Assistant to the Treasurer position is determined by the Board adopted salary schedule commensurate with qualifying experience. The position will be an eight (8) hour per day/twelve (12) month per year position with applicable Board adopted fringe benefits provided.

If interested in applying, please submit an application packet containing a cover letter, a resume and a list of three (3) references to:

Meigs Local School District

Treasurer's Office – Employment Packet

41765 Pomeroy Pike

Pomeroy, OH 45769

Or email the application packet to: roy.johnson@meigslocal.org

(Please indicate Employment Packet in the subject line)

Deadline for applications: June 17, 2016

Interviews to be held: June 20 through June 24, 2016

Anticipated employment: June 28, 2016

Meigs Local School District Board of Education is an Equal Opportunity Employer offering employment without regard to race, color, religion, sex, national origin, age, or disability