



**ALLEN EAST LOCAL SCHOOLS**  
**9105 HARDING HIGHWAY**  
**HARROD, OH 45850**  
**(419) 648-3333 (419) 648-5282-FAX**

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*Mel Rentschler, Superintendent*

*Rhonda Zimmerly, Treasurer, CFO*

*Keith Baumgartner, High School  
Principal*

*Larry Altenburger, Elementary  
Principal*

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## **Assistant Treasurer**

**Starting Date:** August 2016

**Reports To:** Treasurer

**Work Year:** 12-month

**Salary Range:** Commensurate with experience and education

### **Qualifications Include but Not Limited to:**

- Associates degree in accounting or equivalent work experience
- Experience in payroll processing and benefits administration
- Proficient in Microsoft Office (Excel & Word) and the operation of common office equipment
- Self-motivated and self-directed
- Detail-oriented with effective organizational and analytical skills
- Strong written and oral communication skills
- Ability to collaborate with others and handle confidential matters
- Embraces advances in technology
- Keeps current with program, policy, and procedure changes
- Excellent human relations skills with a demonstrated ability to handle challenging situations in a professional and calm manner
- Ability to multitask and prioritize workload to meet periods of peak demand

### **Responsibilities Include but Not Limited to:**

- Assist the Treasurer in all phases of school accounting procedures including but not limited to; payroll, accounts payables/receivables, bank reconciliation, daily banking and reporting.
- Keep staff personnel records updated.
- Be familiar with all board policies and guidelines in order to assist the Treasurer in the enforcement of these policies.
- Meet and interact with employees in routine situations which require tact, discretion and courtesy.
- Establish, maintain and monitor accurate, neat and efficient electronic and manual filing systems.
- Stay abreast of changes in mandates and rules with regard to STRS, SERS, Ohio Department of Education, Bureau of Worker's Compensation.
- Stay abreast and have a working knowledge of union contracts as related to staff payroll, attendance and benefits.
- Such other duties as assigned by the Treasurer.

### **Application Procedure**

Interested candidates should submit a letter of interest, application, and resume by **July 31, 2016** to Andrea Snyder by email at [snydera@alleneastschool.org](mailto:snydera@alleneastschool.org) or by mail to 9105 Harding Highway, Harrod, Ohio 45850. Applications can be obtained online at [www.ae.k12.oh.us](http://www.ae.k12.oh.us) under "Employment".

Allen East Local Schools is an equal opportunity employer. The Allen East Local School District does not discriminate on the basis of race, national origin, sex, disability, or age in its employment practices.