



Portage Lakes | Career Center

Date Posted: November 2, 2016
Application Deadline: November 16, 2016
Interviews: November 21 – December 2
Anticipated Start Date: January 2, 2017 (negotiable)

The District is seeking to hire the position of Assistant to the Treasurer I (AT1). The AT1 reports directly to the Treasurer, and shall be responsible for a broad scope of fiscal duties including, but not limited to:

- Coordinating and processing all payroll records for the district
- Depositing all monies received through the Treasurer's Office
- Coordinating and maintaining employee leave and attendance records
- Assisting in the processing of federal financial aid
- Coordinating student activity processes and records
- Documenting and collecting student fees
- Performing all other duties, as assigned by the Treasurer

Possession of a college degree from an accredited institution is required. Preference will be given to applicants who demonstrate a strong, relevant work history. A successful candidate must be able to project a positive demeanor when dealing with a broad spectrum of individuals. Experience with State Software programs (EIS, EMIS, USAS, USPS) and possession of a state-issued Treasurer's License (or ability to obtain one) are preferred qualifications.

This position requires strong computer skills, particularly in the areas of spreadsheets and word processing applications. Additionally, a successful candidate must be able to maintain strict confidentiality, as the Treasurer's Office works with sensitive personal information on a daily basis.

This is a full-time position, with an attractive salary range and benefits. Compensation will be subject to the terms contained within the Administrative and Exempt Employee Salary Schedule, as approved by the Board of Education. A successful candidate must complete an FBI/BCI background check and a pre-employment drug screening as conditions of employment.

By the end of business on November 16, 2016, please send cover letter and resume via mail or email to:

Christopher M. Wright, Treasurer/CFO
Portage Lakes Career Center
4401 Shriver Road
Uniontown, OH 44685
cwright@plcc.edu

The Portage Lakes Joint Vocational School District is an equal opportunity educational institution. Employment and educational programs are offered without regard to race, color, religion, national origin, gender, disability, military status, ancestry, age, genetic information or any other legally protected characteristic.

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