



Treasurer's Assistant-Payroll & Benefits

The Danbury Local School District is seeking a qualified applicant for the position of Treasurer's Assistant-Payroll & Benefit due to the pending retirement of Terri Lombardy who has served in the position for the past 36 years.

Posting Date: December 16, 2016

Anticipated Start Date: February 1, 2017

Location: Central Office, 9451 E. Harbor Road, Marblehead, OH 43440

Application Closing Date: January 4, 2017

QUALIFICATIONS:

Associate degree in finance/accounting areas preferred or equivalent work experience

Experience in payroll processing and benefits administration

Experience with the Uniform Staff Payroll System (USPS) preferred

Proficient with Microsoft Office (Excel and Word)

Self-motivated and directed

Detail oriented

Strong communication skills

RESPONSIBILITIES:

See attached Job Description

TERMS OF CONTRACT:

Full time, 260-261 day contract

Anticipated Salary Range: \$35,000 - \$50,000

APPLICATION PROCEDURE:

Interested candidate should submit a letter of interest, resumé and two professional letters of reference by January 4, 2017 to:

Shane Baumgardner, Treasurer by email at: baumgardners@danburyschools.org

or standard mail at: Danbury Local School District, 9451 E. Harbor Rd., Marblehead, OH 43440