

# *Gibsonburg Exempted Village School District*

301 South Sunset Avenue  
Gibsonburg, Ohio 43431

Tim Murray  
Superintendent

Phone: 419-637-2479



Mr. John Kahmann  
Treasurer

Fax: 419-637-3029

April 18, 2017

## **VACANCY**

**Position: Assistant to the Treasurer / Payroll (full-time 260 day contract)**

**Minimum Requirements:**

- Associates degree in finance/accounting or equivalent work experience
- Experience in payroll processing and governmental fiscal procedures
- Proficient in Microsoft Excel, Word and State Software (USAS, USPS, EIS)
- Documented evidence of a clear criminal record.
- Detail oriented with strong organizational and analytical skills
- Demonstrate the ability to communicate effectively with administration and staff
- Ability to collaborate with others while maintaining confidentiality
- Forward thinker who continuously seeks ways to improve accuracy and efficiency
- Ability to prioritize workload to meet periods of peak demand

**Essential Responsibilities, including but not limited to:**

Assist the Treasurer in all phases of school accounting procedures including but not limited to:  
Payroll, Accounts Payable/Receivable, bank reconciliations, daily banking and reporting.

Prepare accurate bi-weekly payroll for district

Complete all necessary tax reporting as well as all required monthly, quarterly and annual payroll reports

Liaison between staff and third party administrator of insurance and annuity (403b/457) programs

Additional duties as assigned by Treasurer

**Salary:** Placement on salary schedule based upon education and experience

Persons wishing to be considered for this position should submit an application, a letter of interest and an updated resume to John Kahmann, Treasurer, at [jkahmann@gibsonburgschool.org](mailto:jkahmann@gibsonburgschool.org) no later than May 5, 2017.

**FILING DEADLINE: May 5, 2017 (or until position is filled)**

**START DATE: Mid June 2017**

### **Additional Information**

-----  
The Gibsonburg School District is a small progressive school district located 20 miles southeast of Toledo, Ohio, and 15 miles east of Bowling Green, Ohio.

Please forward a completed professional application (available on website), copy of licensure, cover letter, resume and references.