**Western Buckeye Educational Service Center**

**Job Posting**

**Position**: Treasurer for ESC

**Location**: Western Buckeye ESC Office, 202 N. Cherry Street, Paulding, OH 45879

**Contact**: Steve Arnold, Superintendent, Western Buckeye ESC

**Salary**: Commensurate with experience and qualifications

**Applicant Qualifications**:

1. Possess an Ohio Treasurer’s License or evidence that one is obtainable
2. Have school district or governmental fiscal experience
3. Have knowledge of Ohio school finance and Ohio school law
4. Possess strong communication skills and “people skills”

**Job Summary/Responsibilities:**

1. Prepare and develop the annual appropriations
2. Monitor for compliance and assist in developing service contracts and invoices
3. Be responsible for the deposit and investment of school district funds
4. Approve expenditures and assist in processing
5. Assist in the preparation of agenda and necessary reports for monthly board meetings
6. Carry out any additional duties as defined by Ohio Revised Code 3313 and 3315

**Application Process –** Qualified applicants should submit the following materials:

1. Cover letter expressing interest and qualifications
2. Current resume
3. Three letters of reference
4. Copy of Ohio Treasurer’s license or evidence that one is obtainable

**Submit all materials to**: Steve Arnold, Superintendent

Western Buckeye ESC

PO Box 176, 202 N. Cherry Street

Paulding, OH 45879

or

sarnold@wb.noacsc.org

**Timeline**:

 Announce: June 30, 2017

 Close Applications: July 14, 2017

 Begin Employment: Negotiable with August 1, 2017 as ideal starting day