

**PLEASE POST**

**FOSTORIA CITY SCHOOLS  
Fostoria, Ohio**

**VACANCY NOTICE**

**Posting Date**  
**September 15, 2017** *SL*

- Position:** Assistant Treasurer
- Education:** Accounting or Finance
- Experience:** Applicant must have accounting experience with preference being given to those who have governmental accounting experience.
- Certification:** Prefer Ohio School Treasurer License or ability to obtain one
- Duties:** Please refer to the district website (<http://www.fostoria.k12.oh.us/>) for the job description.

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

Please submit the following information to:  
(Resumes will be accepted until September 29, 2017)

- |                         |                              |
|-------------------------|------------------------------|
| 1. Letter of interest   | Sue E. Lehmann, Treasurer    |
| 2. FCS Application      | Fostoria City Schools        |
| 3. Resume               | 1001 Park Ave.               |
| 4. Certificate/License  | Fostoria, OH 44830           |
| 5. Original Transcripts | slehmann@fostoriaschools.org |
| 6. BCI/FBI Checks       | 419-436-4103                 |

**POSTING SITES:**

Superintendent	Longfellow Office	Riley Office	FIES Custodians' Office	JR/SR HS Office
Treasurer	Longf. Custodians' Office	Riley Custodians' Office	FIES Kitchen	JR/SR HS Custodians' Office
Director of Student Services	Longf. Kitchen	Riley Kitchen	FIES Office	JR/SR HS Kitchen
Technology Coordinator	Central Office	FEA Pres.	AFSCME Pres.	Receiving Center/Bus Garage

The Fostoria City School Board of Education and its staff are dedicated to providing equal education opportunities and equal employment opportunities without regard to military status, sex, race, color, creed, national origin, religion, genetic information, age or handicap. The regulations of Title VI, VII, (Civil Rights Act of 1964), equal pay act of 1963, Title IX and Section 504 are followed.

**FOSTORIA CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: ASSISTANT TREASURER**

**OBJECTIVE:**

- Performs duties that support the effective management of the treasurer's office. Assists with personnel and special projects.

**QUALIFICATIONS:**

- Preferred college degree in accounting and possession of an Ohio Treasurer's License or ability to obtain one.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)
- Documented evidence of a clear criminal record.
- Experience with or knowledge of governmental accounting and operating procedures.
- Meets prerequisite qualification to be bonded.
- Complies with drug-free workplace rules, board policies, and administrative guidelines.
- Ability to follow complex instructions and recognize/correct errors independently.
- Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
- Proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar.
- Ability to accurately compute and record mathematical data.
- Proficient in use of office machines.

**ESSENTIAL  
FUNCTIONS:**

- Provides administrative support services. Uses independent judgment to organize and carry out assignments. Plans and implements strategies to accomplish tasks within adopted time frames.
- Keeps the Treasurer aware of work progress and pending deadlines.
- Uses problem-solving techniques to tactfully address and resolve questions or concerns.
- Assists with the preparation of reports for the Ohio Department of Education, State Auditor's Office and others as needed.
- Performs all functions of the payroll process as needed
- Performs all function of the accounts payable process as needed
- Performs the reconciliation and balancing of accounts as needed

- Maintains employee benefit records as needed
- Manages workers' compensation claims as needed
- Produces monthly, quarterly, annual reports as needed
- Maintains employee EMIS records
- Maintains the district inventory of assets
- Assists in the supervision of the Treasurer's staff.
- Assists with the preparation of the budget, forecast, and appropriations as needed.
- Performs other specific job related duties as directed.
- Maintains confidentiality.

**ABILITIES  
REQUIRED:**

- Demonstrates professionalism and contributes to a positive work environment.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Reacts productively to interruptions and changing conditions.

**SUPERVISORY  
RESPONSIBILITY:**

- Supervises and evaluates assigned staff under the direction of the Treasurer. Assumes responsibility for the result of duties delegated to staff.

**PERFORMANCE  
EVALUATION:**

- Job performance is evaluated according to the policy provisions adopted by the Fostoria City School District Board of Education.

The Fostoria City School District is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.