

## **Fort Recovery Local School District Job Posting**

Position: Assistant Treasurer

### Minimum Qualifications:

- Four year college degree in finance or accounting or obtainable
- Possess a valid School Treasurer's License or have the ability to obtain one
- Pass criminal background check and capable of being bonded
- Strong financial and organizational skills
- Excellent computer skills
- Experience in Uniform School Accounting Software, KIOSK and state EMIS software, and related web based programs a plus
- Ability to work collaboratively with other personnel, and to maintain confidentiality
- Ability to effectively communicate

### Basic Responsibilities:

- District wide EMIS tracking and reporting
- Assist in areas including, but not limited to finance, accounts payable, purchasing and human resource functions
- Additional responsibilities as assigned by the Treasurer

Length of Contract: 12 months

Salary: Competitive salary with excellent benefits

Starting Date: As soon as possible

Application Procedure: Forward a letter of interest & resume by October 13, 2017 to the attention of:  
Lori R Koch, Treasurer  
Fort Recovery Local School District  
400 E Butler PO Box 604  
Fort Recovery, OH 45846

Or Email: [kochl@fortrecoveryschools.org](mailto:kochl@fortrecoveryschools.org)

Contact Information: Email: [kochl@fortrecoveryschools.org](mailto:kochl@fortrecoveryschools.org)  
Phone: 419-375-4139