**Western Buckeye Educational Service Center**

**Job Posting**

**Position**: Assistant Treasurer for ESC

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

**Contact**: Tricia Taylor, Treasurer, Western Buckeye ESC

**Salary**: Commensurate with experience and qualifications

**Preferred Minimum Qualifications**:

1. Associate’s degree in business/accounting or equivalent work experience
2. Experience in payroll processing and knowledge of insurance/benefits
3. Proficient in Microsoft Excel and Word with experience using state software a plus (USAS/USPS)
4. Ability to consistently and accurately compute and record data
5. Detail oriented with strong organizational and analytical skills
6. Demonstrate the ability to communicate effectively with administration, staff, and general public
7. Multi-tasking ability, strong diplomacy skills, and congenial telephone etiquette
8. Ability to work with sensitive information while maintaining strict confidentiality
9. Documented evidence of clean criminal record

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

1. Process all payroll activities, including retirement, payroll deductions, insurance, taxes, etc.
2. Complete all necessary tax reporting for all pay periods, as well as all required monthly, quarterly, and annual payroll reports
3. Be responsible for the payment and tracking of insurance benefits
4. Additional duties as assigned by treasurer

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

1. Cover letter expressing interest and qualifications
2. Current resume
3. Three letters of reference

**Submit all materials to**: Tricia Taylor, Treasurer

Western Buckeye ESC

PO Box 176, 202 N. Cherry Street

Paulding, OH 45879

or

ttaylor@wbesc.org

**Timeline**:

 Announce: December 22, 2017

 Close Applications: January 12, 2018

 Begin Employment: Negotiable, with ideal starting day being as soon as possible