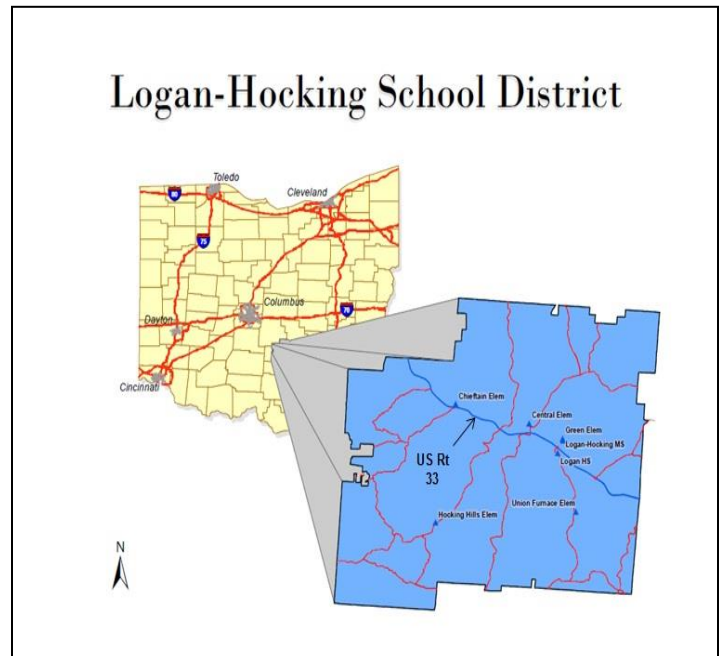


Logan-Hocking Local School District is seeking applicants for a **Treasurer's Assistant – Accounts Payable and Data Specialist**. This is a 255 day (7.5 hours/day) exempt salaried position with applicable fringe benefits.

Logan-Hocking Local School District is located in the picturesque, rural Hocking Hills area in Southeastern Ohio. The administrative office is conveniently located on State Route 33, fifty minutes from downtown Columbus and twenty-five minutes from Athens. The District is comprised of five elementary buildings (PreK – 4), one middle school (5-8), and one high school (9-12) with an average ADM of 3,900 students. Logan-Hocking is the only school district in Hocking County and the largest employer in the region.

The mission statement of the Office of the Treasurer is "Promoting an ethical workplace where individuals treat each other with respect, take pride in their work, care about one another, promote accountability, and place the public interest over individual and organizational self-interest."



APPLICATION DEADLINE: Monday, September 24, 2018 at 12:00 Noon

PREFERRED MINIMUM QUALIFICATIONS:

- Associate degree preferably with training and experience in accounting or finance;
- Knowledge and experience with state software;
- Proficient in Microsoft Excel, Word, and other software (able to provide written evidence of computer literacy ie: certificates or course work);
- Proven successful skills in accounting and invoice processing;
- Self-motivated and self-directed;
- Detail-oriented with organizational and analytical skills;
- Ability to collaborate with others and handle confidential matters;
- Strong interpersonal, verbal, and written communication skills;
- Strong technology skills

MAJOR RESPONSIBILITIES:

- Responsible for all phases of accounts payable
- Custodian of Petty Cash
- Oversee and monitor School District compliance with Board policies and procedures regarding credit cards and all matters related to finance. Review recommended updates from Ohio School Boards Association and provide Treasurer with related guidance.
- Monitor outstanding warrants on monthly basis
- Reconcile prepaid purchases and maintain compliance with accounting procedures
- Fixed asset accounting and reporting
- Annual IRS compliance – non employee related (i.e. Forms 1099)
- Provides assistance and cross training for Accounts Receivable Specialist
- Serves as backup for Accounts Receivable for conversion of requisitions to purchase orders
- Special reports and analysis as required
- Works cooperatively with all employees and outside vendors
- Perform other necessary functions as assigned by the Treasurer
- The above list is to be used as a base of the major responsibilities of the position and therefore not to be viewed as an all-inclusive listing

TERMS OF EMPLOYMENT:

Salary: Competitive salary with excellent fringe benefits

Anticipated official employment date: October 22, 2018

Anticipated start date: November 19 or November 26

APPLICATION PROCEDURE:

Interested candidates wishing to apply should submit:

- a completed application (from: loganhocking.k12.oh.us/employment.php)
- cover letter
- resume - with 3 professional references

To: Paul F. Shaw CPA CGMA RSBFO, Treasurer and Chief Fiscal Officer
Logan-Hocking Local School District
2019 E. Front St.
Logan OH 43138

Or by email to: pshaw@lhsd.k12.oh.us (Subject: Treasurer's Assistant Position)

Logan-Hocking Local School District is an equal opportunity employer and does not discriminate on the basis of race, national origin, sex, disability, or age in its employment practices.

District Website: www.loganhocking.k12.oh.us