

TO: ALL QUALIFIED CANDIDATES

**FROM: PHILLIP D. BUTTO IV, TREASURER
Kenston Local School District**

SUBJECT: VACANCY

DATE: April 9, 2019

Please be advised of the following Treasurer's Office Vacancy:

ASSISTANT TREASURER

Minimum Qualifications:

- Strong interpersonal communication skills
- Ability to work cooperatively and collaboratively with district employees
- Work history that demonstrates responsibility, reliability, and good attendance
- Motivated with a desire to grow professionally
- Ability to work independently
- Proficient with Microsoft Excel and Word
- Seeks to improve organizational performance by monitoring outcomes
- Open to change and willing to be involved in the change process
- High School Diploma

Additional Preferred Qualifications:

- Experience with USAS/USPS State Software
- Experience in a K-12 School District Treasurer's Office
- Understanding of accounting software applications
- Working knowledge in payroll and employee benefits
- Bachelors or Associates Degree in accounting/business or related field

Job Functions:

1. Assist the Treasurer with budget development and cost projections
2. Responsible for accounts receivable and revenue posting
3. Assist the Treasurer with district revenue projections
4. Responsible for month-end closing procedures and bank reconciliations
5. Preparation of month-end reports
6. Assist the Treasurer with district cash flow management
7. Preparation of board of education and administrative reports
8. Responsible for state and federal grant management and reporting
9. Responsible for limited district billing procedures
10. Assist with the daily operation of the Treasurer's Office
11. Assist the Treasurer's office staff in problem solving

12. Other duties as assigned

Employment Term: *12-Month, 260 day contract based on salary schedule*
Salary: *Commensurate with experience.*
Benefits: *Benefit package will be offered including healthcare, longevity, and board pick on retirement.*

Reports to: Treasurer

If you are interested in the above position, you must apply online via AppliTrack. Please visit our website at www.kenstonlocal.org; please find the “about us” tab at the top and click on employment opportunities. This will take you to the application page where you can choose “open positions” and choose Job ID #_____.

Required documents to scan/upload for a complete application package include: a cover letter emphasizing qualifications and reasons for interest, current resume, and letters of reference. You may include any other documentation you would like to be considered by the interview committee. Background check (BCI/FBI) is also required. Your on-line application must be electronically received by the closing date of April 22, 2019 to be considered. Please do NOT send any hardcopy information. Please make certain your application is complete, with all required documents.

Selection Procedure:

You will be notified by email, whether you were selected for an interview. All correspondence will be handled electronically.

Timeline:

Deadline to apply: April 22, 2019

Conduct Interviews: April 26 –May 3, 2019

Board Action: May 13, 2019

Tentative Start Date: On or about June 3, 2019