

TREASURER'S ASSISTANT VACANCY

The Hancock County Educational Service Center is seeking applicants for a Full Time Assistant Treasurer. The position is a 260 day position with applicable benefits according to ESC policy. A successful candidate should have State Software knowledge and experience in the Uniform Staff Payroll System (USPS), the Uniform Staff Accounting System (USAS), and proficient in Microsoft Excel and Word. With this knowledge, the candidate must be willing to learn the new State Software upgrades known as "USPS – Redesign" and "USAS – Redesign". This detail oriented, multi task position, will report directly to the Treasurer with the major duties being Payroll processing and Purchase order processing. An Associates degree or higher is preferred. Salary is negotiable according to experience and knowledge of said systems.

Requirements: *A completed application emphasizing qualifications can be found on hancockesc.org/employment/applications and click on classified applications.

*Three References

*Any information or material you feel is relevant to your qualifications for this position.

Contact: Gregory Spiess, Treasurer
7746 County Road 140
Findlay, Ohio 45840
spiessg@hancockesc.org

Requirements/Application Deadline: Friday February 28th, 2020