

BARNESVILLE EXEMPTED VILLAGE SCHOOLS

JOB POSTING

Position: Assistant Treasurer- Payroll

Location: Barnesville Exempted Village Schools, Barnesville, OH;
Belmont County

Qualifications:

- Experience using or willingness to learn Uniform School Accounting Software- USPS & USAS modules
- Experience or willingness to learn governmental fund accounting
- Knowledge of GAAP reporting, employment contracts, payroll tax reporting, purchase order process, invoicing procedures, inventory maintenance
- Proficient with Microsoft EXCEL & Word
- Ability to maintain accurate and complete records
- Work well in collaboration with others, be able to dedicate the time to this position to ensure all deadlines are met.
- Strong written and verbal communication skills
- Maintain confidentiality
- College coursework in accounting or related field is preferred but not required

Contract: 260 day contract with health insurance (*includes paid holidays, vacation, and sick leave*)

Salary/Benefits: Salary and benefits are commensurate with experience

To Apply: Please send a resume and cover letter via email or mail to Cheryl Pritts-Malik by 4:00 p.m. on Wednesday, May 20, 2020.

Contact Info.: Cheryl Pritts-Malik Treasurer
Barnesville Exempted Village School District
210 West Church Street
Barnesville, OH 43713
Phone: 740-425-3616 ext. 3003
Email: Cheryl.pritts@bevsn.org