

BATH LOCAL SCHOOLS

2650 Bible Road
Lima, Ohio 45801-2299
Ph: (419) 221-0807
Fax: (419) 221-0883
Email: ba_supt@ncacso.org

March 1, 2021

BATH LOCAL SCHOOLS JOB POSTING

Assistant to the Treasurer

Position Details and Benefits:

- Responsible for Accounts Payable and Receivable
- 260 day contract, 8.0 hours per day
- Salary range: \$19.17-\$25.49/hr.
- Includes health insurance, paid holidays, sick leave and vacation

Qualifications:

- Extensive computer skills (Microsoft Office)
- Experience with Uniform School Accounting software is preferred, but not mandatory
- Accounting degree preferred
- Detail oriented, organized, strong written and verbal communication skills
- Maintain confidentiality
- Pass a FBI and BCI background check

To apply for this position, please submit cover letter, resume, 3 references and classified employment application (included in packet) to:

Bath Administration Office
Annette Morman, Treasurer
2650 Bible Road
Lima, Ohio 45801
Email to: mormana@bathwildcats.org

**All application materials must be returned by March 15, 2021.
Employment to begin in June 2021**

Accounts Payable/Receivable Assistant to the Treasurer

A. Responsible to: Treasurer

B. Function:

Perform duties of receptionist and secretary to the Treasurer's office, operate all office equipment, process purchase orders, invoices and accounts payable checks, be responsible for all money received in the Treasurer's office, post receipts, reconcile monthly bank statements, maintain budget appropriation and revenue accounts per USAS, maintain complete and systematic set of records of all financial transactions of the district, prepare month-end and year-end reports and prepare board of education minutes and notices of meetings.

C. Qualifications:

- High School Diploma or equivalent
- Accounting coursework/degree preferred
- Experience in governmental and/or school accounting preferred
- Proficiency in Microsoft Office software
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D. Evaluation:

Treasurer assistants are evaluated by the School Treasurer.

E. Required Skills, Knowledge and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Excellent keyboarding skills
- Excellent technology/computer skills
- High level proficiency in math
- Working knowledge of accounting practices and procedures
- Ability to be flexible and adapt to changing situations
- Ability to prioritize and meet deadlines
- Excellent attention to detail

F. Duties

- Ensure safety of students
- Act as a receptionist for the treasurer's office by answering telephones, recording appropriate messages and greeting visitors in a friendly manner.
- Assist treasurer in daily correspondence, secretarial duties and filing, receiving and preserving all records of the school district.
- Handle routine correspondence independently.
- Order needed computer /department supplies and materials.
- Operate all office equipment including computers, printers, postage meter, shredder, copy and fax machine, calculator and telephone.

Accounts Payable/Receivable Assistant to the Treasurer 2 of 2

F. Duties (Continued)

- Interact in a positive/friendly manner with staff, students and parents.
- Promote good public relations by personal appearance, attitude and conversation.
- Make contacts with the public with tact and diplomacy.
- Maintain respect at all time for confidential information.
- Attend meetings and inservices as required.
- Work over time if necessary.
- Assist treasurer to complete and file, at proper times, all forms, reports, papers and other requirements as prescribed by the auditor, department of education, or other federal, state, or local agencies.
- Prepare Board of Education reports, minutes and notices of meetings.
- Help treasurer make papers and documents entrusted to the treasurer for filing available to board members of the board, administration and public.
- Responsible for setting up new accounts on the computer for proper USAS coding and account distribution.
- Responsible for all money turned into the treasurer's office.
- Help treasurer receive, deposit, account for school funds.
- Help treasurer receive and preserve vouchers for payment and disbursements made to and by the board.
- Post expenditures and receipts.
- Adhere to purchase order system with purchase orders to be approved by the treasurer on a "funds available" basis.
- Process, mail, and record purchase orders, accounts payable, accounts receivable, and maintain a complete and systematic set of records of all financial transactions of the district.
- Contact vendors and employees regarding incomplete purchase orders.
- Trace errors and record adjustments to correct changes or credits posted incorrectly.
- Prepare necessary month-end and year-end reports.
- Reconcile cancelled account payable checks and balance statements monthly as directed by the treasurer.
- Be willing and able to learn USPS payroll system and share all duties with other assistants to the treasurer.
- Perform any other duties as assigned by the treasurer.

Other Duties

- Operation of a vehicle in inclement weather
- Travel when necessary
- Frequent repetitive hand motion, e.g. Keyboarding, typing, calculator, writing
- Regular requirement to sit, stand, walk, talk, see, hear, read, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Lift, carry, push and pull various items up to 50 pounds e.g., paper boxes.

NON UNION CLASSIFICATION WAGE SCHEDULE
BATH LOCAL SCHOOL DISTRICT
EFFECTIVE JULY 1, 2020 - JUNE 30, 2021

ASSISTANT TO THE TREASURER

Year	Rate
1	\$ 19.17
2-4	\$ 20.07
5-7	\$ 20.97
8-10	\$ 21.87
11-12	\$ 22.78
13-17	\$ 23.68
18-24	\$ 24.58
25	\$ 25.49

Rates Effective 1/1/21 for Classified Employees

Bath Local S.D.

4.0% MEDICAL, 0% DENTAL

M.D.H.P.

H.D.H.P.

Medical Insurance Premiums Per Month for Family			
Hours/day	Employee Pay	Board Pay	Total Cost
8	\$ 424.82	\$ 1,375.00	\$ 1,799.82
7	\$ 449.82	\$ 1,350.00	\$ 1,799.82
6	\$ 474.82	\$ 1,325.00	\$ 1,799.82
5	\$ 1,169.82	\$ 630.00	\$ 1,799.82
4	\$ 1,274.82	\$ 525.00	\$ 1,799.82
3	\$ 1,694.82	\$ 105.00	\$ 1,799.82
2	\$ 1,744.82	\$ 55.00	\$ 1,799.82

Medical Insurance Premiums Per Month for Family			
Hours/day	Employee Pay	Board Pay	Total Cost
8	\$ 251.06	\$ 1,350.00	\$ 1,601.06
7	\$ 276.06	\$ 1,325.00	\$ 1,601.06
6	\$ 301.06	\$ 1,300.00	\$ 1,601.06
5	\$ 971.06	\$ 630.00	\$ 1,601.06
4	\$ 1,076.06	\$ 525.00	\$ 1,601.06
3	\$ 1,496.06	\$ 105.00	\$ 1,601.06
2	\$ 1,546.06	\$ 55.00	\$ 1,601.06

Medical Insurance Premiums Per Month for Single			
Hours/day	Employee Pay	Board Pay	Total Cost
8	\$ 151.12	\$ 575.00	\$ 726.12
7	\$ 176.12	\$ 550.00	\$ 726.12
6	\$ 201.12	\$ 525.00	\$ 726.12
5	\$ 301.12	\$ 425.00	\$ 726.12
4	\$ 476.12	\$ 250.00	\$ 726.12
3	\$ 676.12	\$ 50.00	\$ 726.12
2	\$ 701.12	\$ 25.00	\$ 726.12

Medical Insurance Premiums Per Month for Single			
Hours/day	Employee Pay	Board Pay	Total Cost
8	\$ 70.62	\$ 575.00	\$ 645.62
7	\$ 95.62	\$ 550.00	\$ 645.62
6	\$ 120.62	\$ 525.00	\$ 645.62
5	\$ 220.62	\$ 425.00	\$ 645.62
4	\$ 395.62	\$ 250.00	\$ 645.62
3	\$ 595.62	\$ 50.00	\$ 645.62
2	\$ 620.62	\$ 25.00	\$ 645.62

The Board will pay \$25.00 more monthly for each \$50.00 increase in medical premium (for 6, 7 and 8 hr/day employees).

DENTAL FAMILY			
Hours/day	Employee Pay	Board Pay	Total Cost
8	\$ 49.84	\$ 52.80	\$ 102.64
7	\$ 49.84	\$ 52.80	\$ 102.64
6	\$ 49.84	\$ 52.80	\$ 102.64
5	\$ 102.64	\$ -	\$ 102.64
4	\$ 102.64	\$ -	\$ 102.64
3	\$ 102.64	\$ -	\$ 102.64
2	\$ 102.64	\$ -	\$ 102.64

Board Payment for No Insurance		
Hours/day	Family	Single
8	\$ 2,500.00	\$ 1,500.00
7	\$ 2,500.00	\$ 1,500.00
6	\$ 2,500.00	\$ 1,500.00
5	\$ 1,500.00	\$ 1,500.00
4	\$ 700.00	\$ 400.00
3	\$ 400.00	\$ 200.00
2	\$ 200.00	\$ 100.00

DENTAL SINGLE			
Hours/day	Employee Pay	Board Pay	Total Cost
8	\$ 49.84	\$ 52.80	\$ 102.64
7	\$ 49.84	\$ 52.80	\$ 102.64
6	\$ 49.84	\$ 52.80	\$ 102.64
5	\$ 49.84	\$ 52.80	\$ 102.64
4	\$ 102.64	\$ -	\$ 102.64
3	\$ 102.64	\$ -	\$ 102.64
2	\$ 102.64	\$ -	\$ 102.64

\$45,000 Life Insurance	
Full Time Employee (30 hrs or more)	
Employee Share	\$ -
Board Share	\$ 4.28
Total Cost	\$ 4.28
\$20,000 Life Insurance	
Part Time Employee (< 30 hrs)	
Employee Share	\$ -
Board Share	\$ 1.90
Total Cost	\$ 1.90

Vision Insurance Premiums Per Month		
	100% Employee Paid	
Employee Only		\$6.78
EE+Spouse		\$12.90
EE+ Child(ren)		\$13.56
EE+ Family		\$19.94



SUPPORT STAFF APPLICATION
BATH LOCAL SCHOOLS
2650 BIBLE ROAD
LIMA, OH 45801

Date of Application_____

Name_____

Last	First	Middle
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Address_____

Street & Number	City	State	Zip
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Telephone Number Home: ()_____ Work: ()_____ Cell: ()_____

Position(s) for which you are applying: (check)

DEPARTMENT	APPLYING FOR THE POSITION (x)	WOULD SUBSTITUTE (y/n)
Bus Driver		
Bus Aide		
Bus Mechanic		
Custodial		
Food Service		
Library Assistant**		
Maintenance		
Monitor: Café and Playground*		
Monitor: Study Hall*		
School Nurse – RN Required		
Secretary		
Teacher's Aide**		
Coach for :		

*Monitor permits can be obtained from Ohio Department of Education.

**Teacher's Aide and Library Assistants must hold an ESEA qualified Aide Permit

All positions, staff and substitute, require FBI and BCI background check

Education and Technical Training

School Attended	Name & Location	Degree	Graduation Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Previous Work Experience

Start with present or most recent employer

Employer _____	Telephone _____
Address _____	Employed From-To _____
Name of Supervisor _____	(Month-Year)
State Job Title & Describe Your Work _____	Reason for Leaving _____

Employer _____	Telephone _____
Address _____	Employed From-To _____
Name of Supervisor _____	(Month-Year)
State Job Title & Describe Your Work _____	Reason for Leaving _____

Employer _____	Telephone _____
Address _____	Employed From-To _____
Name of Supervisor _____	(Month-Year)
State Job Title & Describe Your Work _____	Reason for Leaving _____

Complete sections applicable to your application
Attach copy of licenses or permits pertaining to position

Bus Driver

Number of years' experience driving: Bus ____ Semi-Truck ____ CDL Certified? ____

License No. _____ Endorsement _____ Class _____

Driving Record – Have you ever had your license revoked? Yes ____ No ____

Conviction of a felony? Yes ____ No ____

Conviction of a DUI? Yes ____ No ____

Have you completed Bus Driver Training Course? Yes ____ No ____ Date _____

Custodial

Number of years custodial experience _____

School _____ Hospital _____ Nursing Home _____ Other _____

Knowledge of institutional cleaning products – list _____

Food Service

Experience in cooking/serving large groups? Yes ____ No ____

Number of years' experience in food service _____

Hospital _____ Nursing Home _____ School _____ Other _____

Have you operated any of the following commercial size equipment?

Steam Table ____ Steam Kettle ____ Power Slicer ____

Mixer-Grinder ____ Dishwasher ____ Ovens ____

Maintenance/Grounds

List experience

HVAC _____

Plumbing _____

Electrical _____

Welding _____

Groundskeeping Equipment _____

Secretarial Office Professional

Office equipment – Are you proficient in the following?

Computer____ Windows XP____ Windows 2000____ Word____ Excel____

Copy Machines____ Typing wpm____ Power Point____

Aide/Monitor

Aide Certificate #____ Expiration Date ____ ESEA Qualified? ____

Physical ability to transfer students____

Previous experience working with children with disabilities____

Coach

PAS Certificate #____ Expiration Date ____

References

Please list at least three (3) people (non-relatives), along with addresses and phone numbers, who have knowledge of your character and your work habits.

Name____ Position____ Address____ Phone #____

Name____ Position____ Address____ Phone #____

Name____ Position____ Address____ Phone #____

Personal/Related Information

Have you attended school or work under another name? Y / N Name____

Have you ever served in the United States military? Y / N Branch____ Yrs: ____

If currently employed, why do you want to leave your present position?____

Statement

Please write a brief paragraph explaining (1) why you are interested in the position and (2) the major reasons why you feel you qualify for the position.

Certificate of Applicant

I hereby authorize the Bath Local Schools to obtain from my former employers all data needed to support this application. I hereby authorize Bath Local Schools to obtain from the references listed above any information needed to support this application.

I acknowledge being informed that as a precondition to employment in the position for which I am applying, I must in accordance with Ohio law provide both a set of fingerprints and satisfactorily pass a criminal records check if I come under final consideration for employment.

I represent that all information furnished in connection with this application is true and accurate to the best of my knowledge. I further recognize that, should the employer discover that I have falsified any such information, I will not be hired, or if already hired, will be subject to termination from employment on those grounds.

Signature of Applicant

Date

I agree that any claim or lawsuit relating to my service with the Bath Local School District must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I hereby forever waive any statute of limitations to the contrary.

If you are hired, this application becomes part of your official employment record, and you will be bound by its terms.

Your signature below is your acknowledgement that you have read and understood this application, and that your responses have been truthful and complete.

Signature of Applicant

Date