



23640 Airport Road • Coshocton, OH 43812 • 740/622-0211 • 740/623-4651 fax • www.coshoctoncareers.org

Posted: July 8, 2021

POSITION AVAILABLE

POSITION

Clerk

LOCATION

Coshocton County Career Center

QUALIFICATIONS

- Payroll experience and/or Associates Degree in accounting
- Experience or willingness to learn Uniform School Accounting System (USAS) and Uniform Staff Payroll System (USPS)
- Knowledge of payroll tax reporting, governmental fund accounting, federal and state regulations governing payroll and budgetary items preferred
- Proficient with Microsoft Excel and Word
- Ability to maintain accurate and complete records and meet deadlines
- Work well in collaboration with others
- Maintain confidentiality
- Demonstrate dependability/flexibility
- Perform other duties as assigned by the Treasurer

CONTRACT

Part-time, 5 hours day/260 day contract (Includes sick leave, personal days, vacation and SERS retirement)

START DATE

To be determined

SALARY

Per Administrative Salary Schedule – based on experience

APPLICATION DEADLINE

July 23, 2021

Please submit electronically a cover letter, resume and references to:

Tammy Hess, Treasurer
Coshocton County Career Center
tammy.hess@coshoctoncareers.org

Applications are available
online
www.coshoctoncareers.org

The Coshocton County Joint Vocational School District Board of Education and its staff members are dedicated to providing equal educational opportunities without regard to race, creed, color, national origin, sex, religion, or disability. The Coshocton County J.V.S.D. is in compliance with the following Federal laws: Title VI, VII (Civil Rights Act of 1964), the Equal Pay Act of 1963, Section 504 of the Rehabilitation Act of 1973, and the 1986 Immigration Reform and Control Act. The Coshocton County J.V.S.D. is in compliance with the Title IX regulations. The Civil Rights Compliance Officer for Title IX and Section 504 is Eddie Dovenbarger.