

# VAN BUREN LOCAL SCHOOLS



HOME OF THE BLACK KNIGHTS

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## Anticipated Opening – Please Post

Assistant Treasurer

Posting Date: October 11, 2021

To: All Van Buren Local School District Classified Staff

Applications are now being accepted for an Anticipated Opening listed above. This position requires 260 calendar days with an anticipated start date to be determined.

### Job Description

Assistant Treasurer (Anticipated Duties Listed Below)

### Application Procedure

*For all Internal Candidates:* Send letter of interest and resume to Dawn Jacobs, Treasurer/CFO to [djacobs@vbschools.net](mailto:djacobs@vbschools.net)

In applying for the position, the internal candidate should provide all information to be considered in filling the anticipated vacancy. Please note the position in the subject of the email.

*For all External Candidates:* Send letter of interest, resume, and at least three recommendations to Dawn Jacobs, Treasurer/CFO to [djacobs@vbschools.net](mailto:djacobs@vbschools.net)

### Application Deadline

An Application must be submitted no later than 4:00 pm on October 27, 2021

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## *Position Description:*

Assistant Treasurer – Van Buren Local School District  
(Direct Report to Treasurer/CFO)  
This is a Union Exempt Position

## *Experience / Education:*

Hold an Advanced Degree (Associates / Bachelors) in Business or Business Related Field.  
In place of a formal degree, any candidate with a combination of training and experience will be considered. Ohio School Treasurer's License a plus.

## *Position Requirements:*

### *Ongoing Duties:*

Processing of Bi-Weekly Payroll  
Benefits Administration  
Human Resources Functions – FMLA, Annuities, Section 125, Federal Requirements,  
Workers Compensation  
On-Boarding all New Employees  
Employment Contracts / Contract Administration  
Cross Training – All Office Business Functions including A/R, A/P, Banking, Forecasting,  
Budgeting, and Federal Awards  
Prefer Experience using State Software Redesign or is willing to learn  
Maintain Payroll Records / Personnel Files  
Leave Request Administration  
Ongoing Training Required  
Assist with Managing / Updating Department Information on District Website  
Regular use of Office Machines, State Software, Email, Voicemail  
Comply with any and All applicable State, Federal Laws, Board of Education Policy,  
Established Work Rules / Guidelines, Administrative / Supervisory Directives and terms of  
the OAPSE and VBEA Master Agreements  
Proficient in Microsoft Office

### *Employee Qualifications:*

Ability to work as a team as well as independently  
Self-Starter  
High Level of Confidentiality  
Experience in working with Negotiated Agreements  
High Level of Customer Service  
Ability to work well with District Departments  
High Level of Communication  
Positive Attitude a Must  
High Attention to Detail