



Allen County Educational Service Center

Assistant to the Treasurer Job Postings

The Allen County Educational Service Center is seeking qualified applicants for the position of Assistant to the Treasurer. The Board has identified the following qualifications as having particular importance for these positions:

- Associate Degree in the Accounting Field or equivalent experience in related field
- Ohio School Treasurer's License a plus – Not required
- Effective communication skills (written and verbal)
- Ability to work in a team environment
- Strong computer skills (specifically in spreadsheets)
- Strong time-management skills
- Strong work ethic
- Willingness to take on additional responsibilities
- Resolve complex issues in creative, efficient, and effective ways
- Ability to set and manage goals in order to meet strict deadlines
- Ability to main confidentiality and discretion
- Ability to maintain a professional demeanor as a representative of the Treasurer, Superintendent, and Board of Education

Application Deadline: **November 30, 2021**

Duties to begin: **January 3, 2022**

Fringe Benefits: **Competitive**

All interested parties should submit the following: a letter of interest and updated resume.

Contact: Karla Wireman, Treasurer
Allen County Educational Service Center
1920 Slabtown Road
Lima, OH 45801
419.222.1836, ext. 105

Email: karla.wireman@allencountyesc.org

The Allen County Educational Service Center is an equal opportunity employer and as such, is consistent with applicable federal and Ohio law, and does not discriminate on the basis of race, color, gender, age, ancestry, national origin, or disability.