

# BATH LOCAL SCHOOLS

2650 Bible Road  
Lima, Ohio 45801-2299  
Ph: (419) 221-0807  
Fax: (419) 221-0883  
Email: [ba\\_supt@ncacsc.org](mailto:ba_supt@ncacsc.org)

March 1, 2022

## **BATH LOCAL SCHOOLS ANTICIPATED 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: \$21.07 - \$27.50/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](mailto:mormana@bathwildcats.org)

**All application materials must be returned by March 15, 2022.  
Employment to begin as soon as possible**

# **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.





**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

<b>Employer</b> _____	Telephone_____
Address_____	Employed From-To_____
Name of Supervisor_____	(Month-Year)
State Job Title & Describe Your Work_____	Reason for Leaving_____
_____	
_____	

<b>Employer</b> _____	Telephone_____
Address_____	Employed From-To_____
Name of Supervisor_____	(Month-Year)
State Job Title & Describe Your Work_____	Reason for Leaving_____
_____	
_____	

<b>Employer</b> _____	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 fully understand that **any person who knowingly makes a false statement is guilty of falsification under O.R.C. section 2921.13, which is a misdemeanor of the first degree.** 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.

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Signature of Applicant

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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.

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Signature of Applicant

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Date