

EAST HOLMES LOCAL SCHOOL DISTRICT

JOB POSTING: TREASURER/CFO

East Holmes Local Schools is seeking a Treasurer with proven leadership capabilities, a commitment to students, staff, and community to join our administrative team serving in the role of Treasurer. The vacancy is the result of the resignation of the current treasurer Amanda Humphrey at the end of July 2022. It is anticipated that the new Treasurer will begin duties in the district in early summer 2022.

Help us continue the tradition of outstanding student achievement!

CORE RESPONSIBILITIES:

- Serve as Chief Financial Officer of the District;
- Receive, deposit, manage, disburse and account for all Federal, State, and local funds of the District in accordance with the Board's policies, administrative guidelines and Ohio law;
- Be responsible for the financial affairs of the District in accordance with the provisions of State law;
- Establish and maintain long-range fiscal plans and prepare the annual budget based on District resources and needs;
- Direct and assign employees who are directly engaged in the day-to-day fiscal operations of the District;
- Provide all District fiscal activities, comply with the laws and regulations of the State, the negotiated agreements, policies of the Board and the District's administrative guidelines;
- Analyze the effectiveness of District business and financial functions and recommend appropriate changes in program, staffing and/or management strategies to meet established District goals;
- Have experience working with eFinance and other accounting software.
- Work constructively with the Superintendent and District staff toward the achievement of District goals;
- Promote the efficient and effective use of District resources in the daily operations of the schools;
- Interpret the budget and the District's fiscal affairs to District staff and to interested members of the community to secure their input, involvement and support for school programs and initiatives;
- Maintain the highest standards of personal conduct, professional practice, administrative effectiveness and financial responsibility of the District;

EXPERIENCE

- Valid Ohio Treasurer's License
- Treasurer or Assistant Treasurer experience preferred
- Must Pass BCI/FBI criminal background checks
- Knowledge of Board policies and procedures; public relations; evaluation of personnel within the treasurer's office; leadership; governmental accounting; state and federal laws related to school district budgeting and financing; financial report preparation; budget and accounting management as required by statute and other standards of the Ohio State Board of Education.

A Treasurer's license is required, with preference to those candidates with experience. Compensation will be competitive, based on experience, and the benefits package includes a high-quality insurance plan. The successful candidate will be issued a multi-year 260-Day

contract effective as the search completes. It is anticipated that the new Treasurer will begin duties in the district in early summer 2022.

THE PROCESS:

- A cover letter explaining why the position interests you and why you believe we should be interested in you.
- Completed Application (www.eastholmes.org)
- Current Resume
- Copies of Treasurer's License
- 3 Reference Letters

MAIL TO:

Erik H. Beun, Superintendent
East Holmes Local School District
6108 CR 77
Millersburg, OH 44654

OR

Email to: jennifer.miller@eastholmes.org

An Equal Opportunity Employer

Date Posted: March 2, 2022

Application Deadline: Until Filled



EAST HOLMES
LOCAL SCHOOL DISTRICT
INSPIRE. PREPARE. CHALLENGE.