

LEETONIA EXEMPTED VILLAGE SCHOOL DISTRICT

450 WALNUT STREET
LEETONIA, OH 44431
PHONE: 330-427-6594
FAX: 330-427-1136

ASSISTANT TREASURER POSTING

Position Details:

- Report to Treasurer
- Part time
- Salary based on experience
- This is a Union Exempt Position
- Expected employment to begin in April, 2022

Experience/Education:

- An advanced degree (minimum of Associates) in Accounting or Business-Related Field preferred.
- In place of a formal degree, any candidate with post-secondary training and/or equivalent accounting experience is desired.
- An Ohio School Treasurer's License is not required. However, ability to obtain one is a plus.

Minimum Requirements

- Record free of criminal violations that would prohibit employment (Pass both FBI and BCI background checks.)
- High level of confidentiality
- Attention to detail and able to work as a team with district departments, or independently
- Preferred experience working with Negotiated Agreements

Position Functions:

- Workers Compensation
- Responsible for business functions including A/R, A/P, Bank Reconciliation, Budgeting, Federal Grants, etc.
- State Software Redesign experience is a plus - or is willing to learn
- Ongoing training in school finance field
- Assist with managing/updating fiscal information on district website
- Comply with any and all applicable State, Federal laws, Board of Education Policy and Guidelines, Administrative/Supervisory Directives and the OAPSE and LEA Master Agreements
- Computer skills (proficient in Microsoft Office)
- Other duties as assigned by Treasurer

To apply for the position, please submit application (provided), resume, cover letter and a minimum of 2 references to by April 1, 2022:

Leetonia Exempted Village Schools
Jennifer Coldsnow, Treasurer
450 Walnut Street
Leetonia, OH 44431
jcoldsnow@leetonia.k12.oh.us