



## Allen County Educational Service Center

### Assistant to the Treasurer Job Posting

The Allen County Educational Service Center is seeking qualified applicants for the position of Assistant to the Treasurer. The Assistant to the Treasurer is responsible for payroll/benefits, accounts payable and accounts receivable. Performs duties that support the effective processing of those responsibilities and provides excellent customer service to all current and new employees. The Board has identified the following qualifications as having particular importance for this position:

- Associate Degree or work experience in Accounting is required. Payroll experience is preferred.
- Ohio School Treasurer's License preferred
- 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:**        **May 19, 2023 4:00 p.m.**

**Duties to begin:**                **June 1, 2023**

**Fringe Benefits:**                **Competitive**

All interested parties should submit the following: a letter of interest, updated resume, and a completed non-certified application found on ESC website ([www.allencountyesc.org/EmploymentSubstituteOpportunities](http://www.allencountyesc.org/EmploymentSubstituteOpportunities)).

**Contact:**                    Karla Wireman, Treasurer  
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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.