**Riverdale Local Schools**

**20613**

 **State Route 37, Mt. Blanchard, OH**

**45867**

**www.riverdalefalcons.org**

***Every Child, Every Day,***

***Whatever It Takes . . .***

The following positions for the 2023-2024 school year are hereby posted.

Qualified personnel interested in the position should contact:

Mr. Greg Rossman, Superintendent at 419-694-2211 ext. 1801

 grossman@riverdalefalcons.org

 **Assistant Treasurer**

Assists the Treasurer in the day-to-day operations, planning, organization and control of efficient processes that provides the maximum benefits to the teachers, administrators and support staff including preparation of payroll along with data reporting across the district. Must have the ability to deal with challenging situations, problem solve, prioritize tasks, create and maintain a professional work environment, work independently, and be flexible enough to deal with daily challenges of the systems.

Prefer candidates with an Associate’s Degree and higher.

QUALIFICATIONS: Knowledge of school district structure- Human resources and operations -

High level of proficiency and office experience including desktop publishing, and editing Microsoft Office Suite skills- District’s financial software -

DUTIES: Processing of payroll- Prepares and processes all purchase orders and reconcile expenses on a monthly basis- Place orders- Prepares cash boxes for athletic events/ concessions- Pay-ins/Bank deposits- Posting of receipts- Payment of all supplementals/stipends- Preparation/maintenance of employee files- Filing-Employee Work Calendars-Data reporting- Troubleshoots error reports -Performs other specific duties as assigned by the treasurer/superintendent

TERM OF EMPLOYMENT/BENEFITS

260 day contract/8 hr day

Pay starting at 40,000

SERS retirement

Paid sick/personal leave

Medical, dental, and vision insurance

 **Mr. Greg Rossman Mrs. Tracy Hiller Mr. Dan Evans Mr. Rick Renz Dr. Julie Greer**

 Superintendent Treasurer High School & Middle School Principal K-12 Assistant Principal Elementary Principal

419.694.4994, ext.1801 419.694.4994, ext. 1802 419.694.2211, ext. 1110 419.694.2211, ext. 1111 419.694.2211, ext. 1107

 Fax: 419.694.6465 Fax: 419.694.6465 Fax: 419.694.5008 Fax: 419.694.5008 Fax: 419.694.8005