



Position: Treasurer's Assistant – Payroll  
Exempt, non-union classification

Reports to: Treasurer/CFO

This is a year-round position with a typical workweek of Monday – Friday, 40hrs a week. The position is Classification 3 of the Non-Union employees. Will be a member of the State Employees Retirement System (SERS).

Primary duties and responsibilities to include but not limited:

- Maintain Confidentiality
- Accurate and timely processing of payroll and benefit transactions
- Maintain employee records for payroll, leave, insurance, retirement (STRS & SERS), and all miscellaneous deductions.
- Process and distribute employee contracts, salary notices and other related personnel materials including making sure the employees are on the correct salary schedule
- Prepare all federal, state and local tax filings due throughout the year
- Annual tax reporting
- Understand and able to explain District offered benefits
- Monthly reconciliation
- Fiscal, monthly and calendar end closings

Minimum Qualifications: High School Diploma. Basic understanding of the payroll process including payroll tax reporting and deadlines preferred.

Time Line: Applications accepted through April 24, 2024  
Anticipated start date of May 2024

Application: Please provide a letter of interest along with resume to:

Christine Angerer, Treasurer  
Loudonville-Perrysville EVSD  
210 E. Main Street  
Loudonville, OH 44842  
Email: [lopr\\_cangerer@tccsa.net](mailto:lopr_cangerer@tccsa.net)  
Phone: 419-994-3562