

PETTISVILLE LOCAL SCHOOLS

Job Posting

Position: Assistant Treasurer

Location: Pettisville Local Schools, Pettisville, Ohio; Fulton County

Qualifications:

Seeking a motivated, detail oriented, and professional individual to assume the position of Assistant Treasurer. Experience or willingness to learn school accounting and payroll software.

Experience or willingness to learn governmental fund accounting

High degree of proficiency with Microsoft Excel and Word

Ability to maintain accurate and complete records

Work well in collaboration with others

Ability to dedicate time to the position and ensure deadlines are met

Strong written and verbal communication skills

Ability to maintain confidentiality

College coursework in accounting or related field is necessary.

An associate degree is preferred. Office skills are required.

This is a 215-day per year and 7.5 hour per day contract.

Salary is commensurate with experience. Health, Dental, Vision and Life Insurance are provided along with a health savings account.

To apply: Send a cover letter, resume, references and salary expectations to:

Christopher Lee, Treasurer

chrislee@pettisvilleschools.org

Deadline: Until Filled