

Wayne Trace Local School District

Job Posting - Assistant to the Treasurer

Start Date: July 1, 2024
Posting Date: March 4, 2024 – March 22, 2024
Application Deadline: March 22, 2024

Job Objective: Performs duties that support the effective operations of the Treasurer's Office.

Minimum Qualifications:

- Associates degree in business/accounting or equivalent work experience in payroll processing
- Two or more years of accounting work experience, preferably in a public school district or governmental organization
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct
- Exhibits consistent, impartial and resourceful critical-thinking skills
- Demonstrates dependability/flexibility and reacts to interruptions/emerging priorities effectively
- Detail oriented with strong organizational and analytical skills
- Demonstrates the ability to communicate effectively with administration, staff, and general public
- Proficient in the use of computer software programs, particularly excel, word and State software (USAS-R, USPS-R and Inventory Programs) or willingness to learn
- Proficient in spelling, proofreading and the correct use of grammar
- Ability to work with sensitive information while maintaining strict confidentiality
- Maintains a record free of criminal violations that would prohibit public school employment

Contract Details: 260 day contract (includes 8 holidays)
Paid Vacation
Medical/Dental/Vision/Life Benefits

Interested applicants should send a letter of interest, Wayne Trace employment application, resume, and 3 letters of reference by March 22, 2024 at 4:00 p.m. to:

Lori Davis, Treasurer/CFO
Wayne Trace Local Schools
4915 US 127
Haviland, OH 45851
Email: davisl@waynetrace.org

Wayne Trace Local School District is an Equal Opportunity Employer