



POSITION VACANCY

DATE POSTED:	October 18, 2021
POSITION:	Assistant Treasurer/Accounts Payable Specialist
REPORTS TO:	Treasurer
STARTING DATE:	December 1, 2021
SALARY RANGE:	\$39,332.80-\$64,188.80 depending on education and experience level
WORK YEAR:	Regular/Full-Time 260 days
QUALIFICATIONS:	<ul style="list-style-type: none"> • Shall possess or be able to obtain a valid Ohio School Treasurer's license. • Be willing to submit and pass a drug screen. • Have knowledge of the Uniform School Accounting System (USAS) and state software system. • Possess extensive knowledge of Microsoft Office (Word and Excel) preferred. • Be able to plan, organize, and coordinate work assignments. • Demonstrate excellent oral and written communication skills. • Have the ability to establish and maintain effective working relationships with other district personnel and outside vendors. • Take initiative to identify and solve problems independently. • Embrace advances in technology. • Be able to multitask and prioritize workload to meet periods of peak demand. • Keep current with program, policy, and procedure changes. • Maintain confidentiality. • Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
RESPONSIBILITIES:	<ul style="list-style-type: none"> • Processing and maintaining files of all district purchase orders. • Processing and maintaining files of all district invoices and voucher packets. • Verifying or preparing daily deposits of district funds. • Depositing district funds daily. • Maintaining W-9 documentation of district vendors. • Verifying district requisitions to ensure compliance of district policies and fund accounting for audit purposes. • Maintaining construction files. • Maintaining prepaid report for GAAP reporting throughout the fiscal year.

- Preparing monthly Then and Now's for Board approval.
- Maintenance of outstanding budgetary checks.
- Maintaining complete and accurate records as required by law, district policies, and administrative regulations.
- Working collaboratively and effectively with the fiscal team, with a willingness to be cross-trained in other departments as required.
- Providing assistance to auditors for required records and information.
- Attending professional development events as needed.
- Assisting in the maintenance of fixed asset inventory.
- Other duties as assigned by Treasurer or designee.
- Remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.
- Serve as a role model for students and fellow staff in how to conduct themselves as responsible citizens.
- Assist the Treasurer in the following areas as requested by the Treasurer:
 - Preparing financial reports required by the Board of Education, and state and federal agencies,
 - Projecting revenues and expenditures,
 - Preparing, implementing, and monitoring district budgets.
- In the absence of the Treasurer, the Assistant Treasurer shall serve as the Acting Treasurer and perform those responsibilities as included in the Board-approved job description, providing the Assistant Treasurer is properly licensed.
- Other duties as assigned.

APPLICATION DEADLINE:

October 29, 2021

APPLY TO:

Stephanie VanDusen, Executive Secretary-Central Office

**MID-EAST CAREER AND TECHNOLOGY CENTERS
ADMINISTRATIVE CENTER
400 RICHARDS ROAD
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