

NEW LEXINGTON SCHOOLS

2549 Panther Drive
New Lexington, Ohio 43764
740-342-4133 Fax: 740-342-6051



Casey Coffey, Superintendent

JOB POSTING

POSITION: Accounts Receivable/Treasurer Assistant
Effective: Immediately
Rate of Pay: Based on Experience
Hours: 8:00 AM – 4:00 PM

Qualifications:

1. Bachelor's degree from an accredited college or university preferred
2. 3-5 years' Experience in Accounts Receivable – Public Accounting
3. High School Diploma required

Essential Functions:

1. Balance accounts monthly and process related monthly reports
2. Assist Treasurer in receiving, depositing and accounting for all school funds
3. Reconcile bank statements monthly and process related monthly reports
4. Assist Treasurer in receiving and preserving all vouchers for payment and disbursements made to and by the Board
5. Perform general clerical work in support of Treasurer and as assigned by Treasurer
6. Assist Treasurer in preparing monthly statement for presentation to the Board of Education
7. Assist Grants Coordinator with budget preparation
8. Maintain respect at all times for confidential information, e.g., payroll information
9. Other duties as assigned.

TO APPLY:

Go to <https://www.nlpanthers.org/employment.aspx> to complete the Non-Certified Application and upload your resume.

Email employment@nlpanthers.org with any questions.

Deadline for Applications: December 10, 2021

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