

**VALLEY LOCAL SCHOOL DISTRICT**  
**Lucasville, Ohio**

**POSTING**

**TO:** ALL CERTIFIED STAFF AND ADMINISTRATIONS  
**FROM:** Scott Rolfe, Superintendent  
**DATE:** January 15, 2021  
**RE:** Assistant Treasurer

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**POSTING DATE:** January 15, 2021

**POSTING PERIOD:** January 15, 2021 through January 22, 2021

**RESUME LOCATION** Central Office  
Attn: Scott Rolfe Email  
1821 State Route 728 Or [scott.rolfe@valleyls.org](mailto:scott.rolfe@valleyls.org)  
Lucasville, Ohio 45648

**POSITION:** Assistant Treasurer (Human Resources/Payroll and Benefits)

**REQUIREMENTS AND QUALIFICATION:**

1. Bachelor's Degree or equivalent experience (preferably in Finance, Business, or related fields)
2. Treasurers License preferred
3. Prior experience (Payroll, Benefits, AP/AR, School Accounting, Employee Contracts) is preferable
4. Ability to obtain required Federal & State background check
5. Demonstrate knowledge of and proficiency with:
  - Payroll and Related Software, Benefits, SERS/STRS, Federal/Ohio Taxation, FMLA, Employee Orientation/Exiting, Excel, Word, USPS-R, USAS-R,
  - Pupil, staff, parent, community public relation skills
  - Strong organizational planning and management skills
  - Consistently dependable and flexible. Accepts new responsibilities/assignments willingly
  - Ability to meet deadlines, Complete monthly/quarterly/yearly payroll reporting
6. Adhere to:
  - Valley Local School Board of Education Policy/Regulations
  - Valley Local Job Description & Other duties assigned
  - Valley Local Administrative Regulations
  - Ohio Department of Education Regulations- Ohio Revised Code – Ohio Ethics Law

**ADDITIONAL INFORMATION:**

- The Board of Education reserves the right to determine whether or not to fill the vacancy.
- Interviews may be conducted by the administration.
- The following items are required for consideration
  1. Copy of college transcripts if applicable
  2. Written one page narrative explaining interest in position and Valley Local School District.
  3. Detailed resume with 3 current references
  4. Other information pertinent to job vacancy.