

RANDOLPH CENTRAL SCHOOL CORPORATION  
103 N. EAST STREET, WINCHESTER, IN 47394

POSTING – INTERNAL CANDIDATES ONLY  
CORPORATION TREASURER

Job Description: Randolph Central School Corporation Treasurer

The Corporation Treasurer works with the Superintendent to assure legal compliance and fiscally responsible administration of the Corporation finances in conjunction with the Board of School Trustees.

Areas of Job Responsibility

- Payroll
- Human Resources
- Grants
- Accounts Receivable
- Budget
- Gateway Reports
- Contracts
- Scholarships
- Click the link below for a more detailed list of Corporation Treasurer Responsibilities:  
<https://5il.co/1238b>

Job Qualifications:

1. Bachelor's Degree in Business Administration/Accounting
2. Experience as a Accountant and/or Treasurer
3. Outstanding References of Accounting Experience

Contact Information: Rolland Abraham, Superintendent  
Randolph Central School Corporation  
103 N. East Street, Winchester, IN 47394  
[rabraham@randolphcentral.us](mailto:rabraham@randolphcentral.us)

Application Procedure:

1. Complete district application form: <https://5il.co/6t89>
2. Send the Application and the following information to: [rabraham@randolphcentral.us](mailto:rabraham@randolphcentral.us)
  - a. Letter of interest
  - b. Resume
  - c. Transcripts of relevant accounting degree