

PETTISVILLE LOCAL SCHOOLS  
Job Posting

Position: Assistant Treasurer/Cafeteria Cashier

Location: Pettisville Local Schools, Pettisville, Ohio; Fulton County

Qualifications:

Seeking a motivated, detail oriented, and professional individual to assume the position of Assistant Treasurer. Additional assignment includes cashier duties in the cafeteria.

- Experience or willingness to learn school accounting and payroll software
- Experience or willingness to learn governmental fund accounting
- High degree of proficiency with Microsoft Excel and Word
- Ability to maintain accurate and complete records
- Work well in collaboration with others
- Ability to dedicate time to the position and ensure deadlines are met
- Strong written and verbal communication skills
- Ability to maintain confidentiality
- College coursework in accounting or related field is necessary. An associate degree is preferred. Office skills are required.

This is a 215-day per year and 7.5 hour per day contract.

Salary is commensurate with experience. Health, Dental, Vision and Life Insurance are provided along with a health savings account.

To apply: Send a cover letter, resume, references and salary expectations to:

Christopher Lee, Treasurer  
chrislee@pettisvilleschools.org

Deadline: June 10, 2020