

# ADAMS CENTRAL COMMUNITY SCHOOLS

222 West Washington Street, Monroe, IN 46772 • Phone: 260-692-6193

## OFFICE OF THE SUPERINTENDENT

Mr. Joel D. Mahaffey



Dawn Cook  
Corporation Treasurer

Arnita Heyerly  
Director of Human Resources

Kelli Fuhrmann  
Secretary to Superintendent

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## Notice of Vacancy

**Date:** April 2, 2023

**Position:** Central Office Deputy Treasurer

**Qualifications:**

- Preferred payroll experience or a minimum of course work in bookkeeping practices.
- Proficient computer skills.
- Experience in public school business office is desirable.
- Ability to interact positively with school and community

**Essential Functions:**

- Prepare, process and complete bi-weekly payroll; collect time sheets and payroll documentation to be included in payroll
- Run hourly reports from Time Station and sent to principals/supervisors for approval
- Assist in maintaining staff personnel files
- Process and maintain extended background checks for staff
- Assist Corporation Treasurer and Director of HR with state reporting
- Prepare purchase orders and work with building level secretaries on requisitions
- Other duties assigned by the Corporation Treasurer and Director of HR

Those interested in applying for this position may do so by submitting an application (found on Adams Central website @ [www.accs.k12.in.us](http://www.accs.k12.in.us)), cover letter, resume, three (3) current letters of recommendation to:

*Adams Central Community Schools  
Attn: Director of Human Resources  
222 West Washington Street  
Monroe, IN 46772*

- Submission of materials may also be sent via email at: [hr@accs.k12.in.us](mailto:hr@accs.k12.in.us)
- For consideration, all materials must be received by April 21, 2023
- This is a 260 day – year round position.



**Inspiring and Empowering Students to Succeed**