

GARAWAY LOCAL SCHOOLS

Sugarcreek, Ohio

**ANTICIPATED POSITION VACANCY ANNOUNCEMENT
2025/2026 SCHOOL YEAR****TITLE:** Assistant to the Treasurer, Accounts Payable**TIME:** 8 Hours 260 Days (12 months, includes paid holidays)**EDUCATION:** Associate Degree or equivalent from a 2-year college or technical school with one to five years related experience.**KNOWLEDGE & SKILLS:**

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to multitask
- Ability to work effectively with others
- Ability to work in a positive team environment
- Experience in an office and/or accounting
- Desire for accuracy and completeness
- Demonstrate willingness to learn and to adapt
- Record management skills
- Organizational and problem-solving skills
- Skills in computer and spreadsheet applications (Microsoft Excel)
- Self motivated with the ability to work independently
- Skills in written and oral communication

RESPONSIBILITIES (INCLUDED BUT NOT LIMITED TO):

- Process and preserve vouchers for payment and disbursements made to and by the Board
- Contact vendors and employees regarding incomplete purchase orders
- Receive, deposits, and account for school funds
- Assist the Treasurer with monthly reconciliations; places and monitors status of District purchases
- Monitor, maintain, and review student activity accounts
- Assist with preparation and spreadsheets for transportation reports and submissions to the State
- Prepares voucher packets for payment
- Post expenditures and receipts
- Maintains and monitors vendor data, files and reporting
- Maintains monthly spreadsheets
- Maintain respect at all times for confidential information
- Other job duties as needed

SALARY: Salary and working conditions shall be those approved and/or made by the Garaway Board of Education.**Application:** Interested persons should forward a letter of interest and resume with references to Dr. James Millet, Superintendent, 146 Dover Road NW, Sugarcreek, OH 44681 or email the secretary ktroyer@garaway.org. This position will remain open until filled.**GARAWAY LOCAL SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER.**

It is the policy of the Garaway Local Schools Board of Education that the best-qualified applicant shall be selected for each position without regard to race, color, religion, national origin, age, sex, marital status, political affiliation or disabling conditions. No person shall be denied employment solely because of any impairment, which is related to the ability in activities involved in the position or program for which application is made.