

SANDY VALLEY LOCAL SCHOOLS

5362 State Route 183 NE Magnolia, OH 44643
330-866-3339 | Fax 330-866-5238 | www.svlocal.org



David Fischer, Superintendent

Tricia Schreffler, Treasurer

ANNOUNCEMENT OF VACANCY

Position: Assistant Treasurer

Description: Sandy Valley Local is hiring for an Assistant Treasurer

Qualifications: · Associate degree in accounting preferred. 3-5 years work experience in governmental accounting/auditing procedures and automated data processing systems is preferred.

- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Proficient with Microsoft Office software, specifically high competency in Excel.
- Ability to work collaboratively with other personnel, and to demonstrate a willingness to positively help staff, administrators, and the public while maintaining confidentiality.
- Work experience using E-Finance Plus preferred, but not required.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Consistently dependable and flexible. Open to performing new responsibilities.
- Commitment to keep current with work skills essential to the objectives of the position.
- Demonstrates professionalism and contributes to a positive work environment.

Basic Responsibilities:

- Calculate and process bi-weekly payroll
- Process/report all periodic tax returns and statements
- Generate employment contracts and salary notices
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- Energetic self-starter. Thorough, gives careful attention to details and effective customer-service.
- Additional responsibilities as assigned by the Treasurer

Beginning Date: TBD

Salary Range: Commensurable with experience and education

Application Procedure: Letter of Interest and current resume;

List of professional references, including home and work telephone numbers and relationship of the person to you;

Credentials/Placement file (if you have one);

Complete set of official transcripts (a copy is sufficient); Copy of valid Ohio (or other state) license (if applicable)

Each item listed above is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews.

Email or deliver the requested materials to the address listed below:

Tricia Schreffler, Treasurer

5362 St. Rte 183 NE

Magnolia, OH 44643

Email: t.schreffler@svlocal.org



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