

HELP WANTED: ASSISTANT TREASURER

Continental Local School is looking for a part-time enthusiastic individual to process payroll, manage benefits, and enter staff EMIS data. This person will assist the treasurer in the processing of purchase orders and receipts, maintain district-wide inventory, and complete other duties as assigned. This position is 12 months/year, 8 hours/day, 3 days/week.

Applicants must have a high school diploma or equivalent, associate degree preferred. Excellent communication abilities, proficient computer skills and payroll accounting experience is preferred. Interested applicants should submit a cover letter, resume, application, and three letters of reference to:

**Katelyn Adams, Treasurer
Continental Local School**

5211 State Route 634

Continental, OH 45831

or email k.adams@continentalpirates.org

**Classified application form may be found at
www.continentalpirates.org**

Deadline to apply: Friday, February 21st, 2020 at 4:00 p.m.