

Continental Local School
FOR RELEASE: 1/10/18

Assistant Treasurer/EMIS Coordinator

Continental Local School is seeking an Assistant Treasurer/EMIS Coordinator.

This is a full time position, 260-day contract w/benefits.

Qualifications:

Two or four year college degree in finance or accounting.

Willing to obtain a school treasurer's license.

Strong data-processing, financial, and organizational skills.

Experience in Uniform School Accounting/Payroll Software (USAS/USPS), and state EMIS software.

Efficient in Microsoft Office, Google Apps for Education and other related web-based programs.

Ability to work collaboratively with all personnel, the public and maintain confidentiality.

Ability to effectively communicate both written and verbal.

EMIS experience is preferred, but not required.

Attend all required meetings and trainings.

Assume responsibility for all data information system processes.

Pass criminal background checks and capable of being bonded.

Salary based upon education and experience.

Materials are due by Friday, January 26, 2018

Start date: As soon as possible.

Interested applicants should submit a cover letter outlining past experiences and qualifications, a current resume, application, transcripts, and three letters of reference to: Superintendent Dan Kissell, Continental Local School, 5211 SR 634, Continental, OH 45831 or email d.kissell@continentalpirates.org

Application forms may be found at www.continentalpirates.org.