

Continental Local School  
FOR RELEASE: 1/23/19

## 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 is preferred.

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 on education and experience.

Materials are due by Friday, February 8, 2019

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 Danny Kissell, Continental Local School, 5211 SR 634, Continental, OH 45831 or email [d.kissell@continentalpirates.org](mailto:d.kissell@continentalpirates.org)

Application form may be found at [www.continentalpirates.org](http://www.continentalpirates.org).