

Vantage Career Center Position Posting

Posting Date: Tuesday, August 1, 2017 – Monday, August 7, 2017 (Five internal working days)

APPLICATION DEADLINE: **Tuesday, August 15, 2017 (or until filled)**

Position: Assistant Treasurer

Salary: \$15.68 - \$18.60

Location: Vantage Career Center
818 North Franklin Street
Van Wert, Ohio 45891

Starting Date: 2017 – 2018 School Year

Job Objectives:

Perform payroll processing human resource function, including duties supporting the effective operation of the treasurer's office. Expected to address issues which may arise during the absence of the treasurer, within the limits prescribed by law.

Preferred Minimum Qualifications:

- Payroll and employee benefits experience and/or Associates Degree in accounting or related field is preferred
- Ability to consistently and accurately compute and record data
- Experience using state software a plus (USAS/USPS)
- Knowledge of budgeting
- Provides documented evidence of clear criminal record
- Multitasking ability and strong diplomacy skills, congenial telephone etiquette.
- Current with technology and other workplace innovations that support job functions.

Interested applicants should send a completed Vantage Career Center Non-Certified Employment application, letter of interest, resume and three letters of reference by Tuesday, August 15, 2017 to:

Laura Peters, Treasurer
818 North Franklin St., Van Wert, Ohio 45891
peters.l@vantagecareercenter.com

No later than 4:00 p.m. Tuesday, August 15, 2017 or until filled

**Vantage Career Center non-certified employment applications can be found at www.vantagecareercenter.com

Vantage Career Center is an Equal Opportunity Employer

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities. The Vantage Career Center Administration reserves the right to not fill this position.