



ASSISTANT TREASURER PAYROLL/BENEFITS SPECIALIST

The Pike Delta York Local Schools is seeking applicants for a full time Assistant Treasurer. The position is a 260-day position with applicable benefits. A successful candidate should have state software knowledge and experience with the state's Uniform State Payroll System (USPS), the Uniform School Accounting System (USAS), and be proficient in Microsoft Excel and Word. With this knowledge, the candidate must be willing to learn the new State Software upgrades known as "USPS – Redesign" and USAS – Redesign". This detailed oriented, multi-task position will report directly to the CFO/Treasurer with the major duties being payroll processing, employee benefits coordination and various district accounting responsibilities. An Associate's degree or higher is preferred but not a requirement. Salary is negotiable according to experience and knowledge of said systems.

Requirements: Letter of Interest
Resume w/ Three References
Any information or material you feel is relevant to your qualifications for this position.

Contact: Matt A. Feasel, CFO/Treasurer
Pike Delta York Local Schools
504 Fernwood Street
Delta, Ohio 43515
mfeasel@pdys.org

Timelines: Application Deadline: Friday, April 3rd, 2020