

ALLEN COUNTY EDUCATIONAL SERVICE CENTER

Assistant to the Treasurer Job Posting

Great Opportunity for someone seeking to obtain a School Treasurer License

The Assistant to the Treasurer assists the Treasurer in the operation of the Treasurer's Office and is responsible for payroll/benefits, accounts payable, and accounts receivable. Performs duties that support the effective processing of those responsibilities and provides excellent customer service to all current and new employees.

The Board has identified the following qualifications as having particular importance for this position:

- Associate Degree or work experience in Accounting, Finance, or a related field with relevant accounting or finance experience is required.
- Payroll experience is preferred, not required.
- Ohio School Treasurer's License preferred, not required.
- Effective communication skills (both written and verbal)
- Ability to work in a team environment
- Strong computer skills (specifically in Excel spreadsheets)
- Strong time management skills
- Ability to maintain confidentiality and discretion when handling sensitive financial and personnel information
- Ability to maintain a professional demeanor as a representative of the Treasurer, Superintendent, and Board of Education

Benefits:

- School Employees Retirement System Pension
- Paid holiday, vacation, sick and personal days
- Health, Dental and Life Insurance offered
- Competitive hourly wages commensurate with experience

Hours:

- **7.0 hours pay day**
- **260 days (12 month position)**

Application Deadline: March 16, 2026

Duties to Begin: July 1, 2026 (or earlier for training purposes)

Fringe Benefits: Competitive

All interested applicants should submit the following: a letter of interest, updated resume, and a completed non-certified application found on the ESC website.

(<https://www.allencountyesc.org/EmploymentSubstituteOpportunities>).

Contact: Karla Wireman, Treasurer
Allen County Educational Service Center
1920 Slabtown Road, Lima, OH 45801
419-222-1836 ext.105
karla.wireman@staff.allencountyesc.org

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