



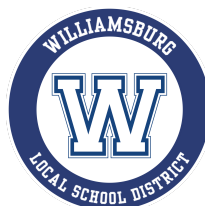
TREASURER/CFO SEARCH

Due to the retirement of the current treasurer, Jo Anna Carraher, on December 31, 2022, the Williamsburg Local Schools Board of Education is seeking qualified applicants for the position of Treasurer/CFO. The Board seeks an effective administrator in financial and administration leadership to fill the Treasurer/CFO vacancy. It is anticipated the new Treasurer will work with the current Treasurer for a smooth transition. Starting date will depend on the experience of the new Treasurer, but no later than November 1, 2022.

Qualifications/Responsibilities

The Treasurer/CFO is responsible for overseeing the entire financial operations of the organization, the accuracy and timeliness of all state and federal reporting, the development of the annual district operating budget and the Five-Year Forecast. The applicant must possess a valid Ohio Treasurer's license or be able to obtain one. The Treasurer must maintain integrity and high standards of ethics in all matters. The successful candidate will demonstrate the following financial leadership characteristics:

- Proven ability to work with others – a team player
- Strong financial and detail-oriented reporting skills
- Ability to facilitate educational discussions/decisions through a financial lens
- Excellent inter-personal and effective communication skills
- Knowledge of state and local funding issues, Ohio laws and regulations pertaining to public schools
- Experience in effective process management and organizational skills
- Leadership skills for staff and various finance committees
- Experience with and understanding of operating software and procedures
- Successful experience as a Treasurer is desirable and preferred, but not required



Williamsburg Local Schools

An Equal Opportunity Employer



Salary

The successful candidate will be offered a multiyear contract. The salary will be competitive and commensurate with experience and qualifications. A comprehensive benefits package is included.

Application Materials

- A letter emphasizing qualifications and reasons for interest
- Resume
- Copy of current Ohio Treasurer's License or evidence one is obtainable
- Three letters of recommendation

Submit all application materials and direct all questions to:

Matthew Earley, Superintendent

Williamsburg Local School District
549A West Main Street
Williamsburg, Ohio 45176
Earley_m@burgschools.org

Tentative Timeline

- Announce Vacancy – 03.28.2022
- Application Materials Due – 04.14.2022
- Initial Interviews – Week of 04.25.2022
- Final Interviews – Week of 05.02.2022
- Action to Employ – 05.16.2022

