

# OTTOVILLE LOCAL SCHOOLS

## SCHOOL TREASURER POSITION



*“The Mission of the Ottoville Local School District is to provide an appropriate educational program and learning environment, which will effectively: Meet the educational needs of its students and residents; Help its students accomplish educational goals, which are significant, durable and/or transferable.*

### ABOUT THE DISTRICT:

The district consists of one campus housing K-12 classrooms. The facility was built in 2003. Approximate enrollment numbers for the Ottoville District are consistently at 493 students. Juniors and seniors also have the option to attend Vantage Career Center which services our districts career oriented students. Ottoville Local School offers a well-rounded academic, co-curricular educational program in a small town setting.

Total Valuation as of <u>June 30, 2021</u>	\$88,136,230	<u>Expenditures (fiscal year 2021)</u>	
General Operating Current Expenses	18.100	General Fund	\$5,469,936
Local	4.7	Total All Funds	\$6,312,084
Income Tax	.75% Continuing	<u>Receipts Fiscal Year 2021</u>	
		General Fund	\$5,457,075
		Total All Funds	\$6,241,206

### QUALIFICATIONS:

The successful candidate must be committed to the highest personal and professional standards and will demonstrate the following:

- Ohio Department of Education Treasurers License, or provide the education needed to obtain a treasurers license.
- Two years’ experience as a School Treasurer or Asst. Treasurer preferred

### SKILLS DESIRED:

- Knowledge of Ohio school law, finance, budgeting and collective bargaining
- Ability to work with governmental accounting and budgeting
- Thorough knowledge of SSDT USAS software and SSDT USPS reporting
- Cash Management, including investments
- Knowledge of internal accounting controls
- Ability to develop both short and long-range financial forecasts

### STRENGTHS DESIRED:

- Develop positive working relationship with board, administration, staff, and general public
- Ability to communicate effectively financial information to the board, staff, and community, both orally and written.

### TENTATIVE TIMELINE:

September 5, 2023 – Vacancy Posted  
 September 29, 2023 – Application Deadline  
 Week of October 25<sup>th</sup> – Interviews Begin  
 November 18, 2023 - Intent to Hire  
 January 1, 2024 – Contract Begins

**APPLICATION PROCESS:**

- A letter emphasizing qualifications and reasons for interest
- A completed application can be found at <https://bit.ly/3sCEvfz>
- Current resume
- Copy of current Ohio Department of Education Treasurers License or provide education courses and timeline of pathway to obtain Treasurers License
- Credentials and transcripts
- Two-Five (2-5) letters of reference with at least one (1) different from your application references.

**SALARY AND BENEFITS:**

Compensation will be based on the successful candidate's qualifications and experience.

**APPLICATIONS AND QUESTIONS SHOULD BE SUBMITTED TO:**

Dr. Jan L. Osborn, Superintendent  
Putnam County Educational Service Center  
Search Coordinator for Ottoville Treasurer Position  
124 Putnam Parkway  
Ottawa, OH 45875  
Phone: 419.523.5951  
Email: [jan.osborn@putnamcountyesc.org](mailto:jan.osborn@putnamcountyesc.org)

**EQUAL OPPORTUNITY**

Ottoville Local Schools is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.