

# **P O S T I N G**

**SWITZERLAND OF OHIO LOCAL SCHOOL DISTRICT  
304 MILL STREET  
WOODSFIELD, OHIO 43793**

**TO:** INTERESTED APPLICANTS  
**FROM:** CONNIE KRESS, TREASURER  
**DATE:** MARCH 18, 2025  
**RE:** VACANCY

## **ASSISTANT TREASURER (PAYROLL/BENEFITS)**

- **Associate Degree in Accounting preferred.**
- **Proficient in computer and office protocol skills (e.g. word-processing, proofreading, data entry, spreadsheet, payroll software, etc.).**
- **Payroll and Benefits experience preferred.**
- **Benefits management in accordance with Collective Bargaining Agreements, Federal/State laws and policies.**
- **Ability to consistently and accurately compute/process employee timesheets.**
- **Ability to work in a fast-paced environment where meeting deadlines is critical.**

**REPORTS TO TREASURER  
8 HOURS PER DAY  
255 DAYS – 12 MONTHS**

**Interested candidates should submit an application, resume, and letter of interest. All submitted documentation will be reviewed as it is received. The position will remain open until a qualified candidate is selected.**

**CONNIE KRESS, TREASURER  
SWITZERLAND OF OHIO LOCAL SCHOOL DISTRICT  
304 MILL STREET  
WOODSFIELD, OHIO 43793  
PHONE: (740) 472-5801**

**P L E A S E   P O S T**

**BCI CHECK REQUIRED. THERE IS A FEE FOR THIS CHECK.  
AN EQUAL OPPORTUNITY EMPLOYER  
EMPLOYMENT OPPORTUNITIES ARE OFFERED WITHOUT REGARD TO RACE, COLOR NATIONAL ORIGIN, SEX, OR DISABILITY**