

East Holmes Local School District
6108 County Road 77
Millersburg, Ohio 44654
P: 330-893-2610
F: 330-893-2838



Assistant Treasurer - Payroll

POSITION REQUIREMENTS

Associate Degree or equivalent work experience
Uniformed School Accounting System (USAS) knowledge
Proficient in Microsoft Excel and Word
Payroll and Insurance Knowledge

REQUIRED SKILLS

Time Management and Organizational skills
Maintain Confidentiality
Communication Skills

CONTRACT

260 days, 8 hours per day
Medical and Dental Insurance
Paid Vacation, Holidays and Sick Leave
Salary based on experience

APPLY

Please send Application, Resume & Cover Letter to:

East Holmes Local Schools
Erik H. Beun, Superintendent
6108 County Road 77
Millersburg, OH 44654
Email: jennifer.miller@eastholmes.org

Erik H. Beun – Superintendent
Thurman Mullet – President **Vince Mullet** – Vice President
James Gertz – Member **Julia Klink** – Member **Steve Miller** – Member