



Date Posted: October 19, 2021

Application Deadline: October 29, 2021
(or until filled)

Knox County Career Center is looking for a:

Full-time Treasurer's Assistant – Payroll

Knox County Career Center Schools is a public school district located in Mount Vernon, Ohio that serves preschool students, over 600 high school students in 18 career technical programs at Knox County Career Center, and adult students in 17 career technical programs through Knox Technical Center.

Our educational environment is committed to preparing students for success.

Start Date: To be determined

Reports To: Treasurer

Salary: Based upon experience
This is a union exempt position

Work Week/Year: 7:30 a.m. to 4:00 p.m. Monday – Friday
260-day contract

Position Duties:

- * Processing of bi-weekly payroll
- * Benefits administration
- * Human Resources
- * On-boarding new employees
- * Employment contract administration
- * Cross training including accounts payable and receivable
- * Assist the treasurer in his/her duties

Position Requirements:

- * School Treasurer's license or ability to obtain one, preferred
- * Ability to obtain Notary Public
- * Good people skills
- * Previous experience with good attendance
- * Proficient in Microsoft Office and Google
- * High level of confidentiality
- * Must complete BCI/FBI and drug test

Application Process: Send application and resume
Tracy Elliott, Treasurer
telliott@knoxcc.org
Knox County Career Center
306 Martinsburg Road
Mount Vernon, Ohio 43050