



DALEVILLE COMMUNITY SCHOOLS
Corporation Treasurer
 Immediate Opening



Job Information

Title/Position:	Corporation Treasurer
Date Posted:	February 22, 2017
Date Close:	March 28, 2017
Start Date:	As soon as selected candidate is identified
Hours:	40 hours per week / 260 days
Hourly pay:	Beginning at \$16.35 to \$18.10, commensurate with experience

Job Description

Payment of invoices and reconciliation of accounts for Daleville Community Schools. Essential finance related functions include: Paying invoices in a timely manner; Reconciling statements for bank accounts; Processing payroll and vendor checks; Maintaining corporation grants, including reimbursement requests and monitoring of funds; Other duties as assigned by the Superintendent.

Job Qualifications

- Shall have a minimum of three (3) years' work experience in an "accounting field" or an Associate's Degree in Accounting (or related field).
- Shall successfully pass a criminal history background check and a credit history check.
- Good communications skills; proficiency in Excel, computer processing, and mathematical skills; exhibits the ability to proactively set priorities, maintain standards, and resolve problems; highly detailed, organized and meticulous.
- Experience with Komputrol preferred.

Contact Information

Name:	Carol Harris, Administrative Assistant to the Superintendent
Phone:	765-378-3329
Email:	charris@daleville.k12.in.us
Address:	14300 W. 2 nd St., Daleville, IN 47334

Application Instructions

Submit the following documents to:

Office of the Superintendent
 14300 W. 2nd Street, Daleville, IN 47334

1. Letter of Interest
2. Resume including references
3. Completed Non-Certified Application – located at www.daleville.k12.in.us/administration/employment/applications

