



FORT LORAMIE LOCAL SCHOOLS

"A Great Place to Learn and a Great Place to Live"

Fort Loramie Local Schools is looking for a Fiscal Assistant. This will be a full-time position. Starting date is November 2, 2020. Salary starts at \$36,000 - \$65,000 depending on education, licensure and experience. Please submit your application and cover letter to: Janet Kemper, Treasurer, Fort Loramie Local Schools, P.O. Box 26, Fort Loramie, OH 45845 or janet.kemper@loramie.k12.oh.us by Sept. 8, 2020.

QUALIFICATIONS:

- Treasurer's License preferred but not required
- Valid Driver's License
- Good attendance record
- Experience in state accounting software (redesign) is preferred
- Payroll processing experience/knowledge is required
- EMIS processing experience/knowledge is preferred
- Strong Excel skills are required
- Sound human relations skills
- Effective oral and written communication skills
- Demonstrate ability to relate with office staff, education personnel and the public
- Exceptional planning and organizational skills
- Diagnose and solve complex situation and implement proper procedures to be followed.
- Works systematically and accurately
- Self-motivated
- Familiar with the Ohio Revised Code & Administrative Code
- High Moral Character

DUTIES:

- Payroll
- EMIS Processing and Reporting
- Accounts Payable
- Payroll Account Reconciliation
- Insurance Reporting
- Inventory
- Other Duties as assigned

FORT LORAMIE LOCAL SCHOOLS Fort Loramie, Ohio 45845

Daniel B. Holland
Superintendent
575 Greenback Road, PO Box 26
Ph: 937-295-3931
Fax: 937-295-2758

Kreg J. Hollenbacher
Jr/Sr HS Principal
600 East Park St., PO Box 290
Ph: 937-295-3342
Fax: 937-295-2758

Scott D. Rodeheffer
Elementary Principal
35 Elm St., PO Box 34
Ph: 937-295-2931
Fax: 937-295-2758

Janet Kemper - Treasurer
Mitch Westerheide - Athletic Director