

# Meigs Local School District

## Assistant to the Treasurer-Accounts Payable and Receivable

Treasurer's Office | Pomeroy, Meigs County, Ohio

Join the Meigs Local School District Treasurer's Office and help support the financial operations behind our schools. We are seeking an organized, dependable professional to work directly with the Treasurer/CFO in maintaining accurate records, processing district payments and receipts, and supporting responsible management of public funds. This role works with district staff and vendors to help ensure that day-to-day financial needs are handled accurately and on time.

**Annual salary range:** Based on Experience and Qualifications

**Posting date:** 10/5/2026

**Application deadline:** 10/16/2026

### Qualifications

- Associate degree required; a degree in business, accounting, or a related field is preferred.
- Knowledge of governmental accounting or school finance and applicable Ohio, state, and federal laws and regulations.
- Strong computer and office technology skills; experience with Ohio's fiscal software is preferred.
- Strong communication, organizational, and problem-solving skills, with the ability to manage multiple priorities and respond professionally to interruptions and changing needs.
- Demonstrated integrity, trustworthiness, attention to detail, and a record of reliable attendance and punctuality.
- Clear criminal record documented in accordance with state law.
- Valid driver's license and ability to travel to meetings and work assignments.

### Key responsibilities

- **Accounts payable and receivable.** Process payments and receipts accurately and promptly; prepare purchase orders as directed; coordinate invoices for district services; and maintain transaction records, including petty cash, receipts, and contributions.
- **District cash and student activity accounts.** Monitor district cash flow and transfer funds between bank accounts as needed. Maintain financial records for Meigs student activity accounts and communicate account balances, budget information, and changes to district staff.
- **Records and fixed assets.** Maintain organized paper and electronic records. Assist the Treasurer with records disposal under the Board-adopted retention schedule. Oversee the fixed asset system and coordinate periodic physical inventory updates.
- **District and office support.** Work cooperatively with Meigs Local School District staff, vendors, and auditors. Keep the Treasurer/CFO informed of project progress; assist payroll as directed; answer and route calls; and take and deliver messages.

- **Compliance and professional development.** Follow Board policies and administrative procedures, protect confidential information and personal privacy, and assist with internal controls, handbooks, and staff training. Attend professional development activities and administrative or staff meetings as directed.
- **Additional expectations.** Perform other job-related duties assigned by the Treasurer and represent the district professionally. Coordinate vacation schedules with Treasurer's Office staff to minimize disruption and avoid overlapping requests. Work outside normal business hours when necessary to meet deadlines.

### Work requirements and conditions

The successful candidate will work accurately under deadlines, use office equipment efficiently, take initiative, exercise sound judgment and diplomacy, and treat others respectfully. Employees must accept responsibility for their decisions and conduct and remain free of alcohol or non-prescribed controlled substances in the workplace.

Duties may involve prolonged computer use; lifting, carrying, or moving office supplies and equipment weighing up to 40 pounds; and operating or riding in a vehicle. Potential working conditions include exposure to bloodborne pathogens, communicable diseases, adverse weather and seasonal temperature extremes, and interactions with disruptive individuals.

Employees must take precautions to protect student safety, report suspected child abuse as required by law and promptly report unauthorized persons or suspicious circumstances.

The duties listed are representative of the position. Reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

### How to apply

To apply for the Meigs Local School District Assistant Treasurer position, email a cover letter, résumé, and three professional references to:

**Ashley Miller**

Treasurer/CFO

Meigs Local School District

41765 Pomeroy Pike

Pomeroy, OH, 45769

[ashley.miller@meigslocal.org](mailto:ashley.miller@meigslocal.org)

Applications must be received by 10/16/2026