



Ada Exempted Village School District

Treasurer's Job Posting

The Ada Exempted Village School District is seeking qualified Accountants or Business Majors to apply for the position of Treasurer.

Key Responsibilities:

- Responsible for overseeing all financial operations of the district, the accuracy and timeliness of all state and federal reporting, the development of the annual district operating budget and the Five-Year Forecast.
- Ensure compliance with federal, state, and local financial regulations
- Collaborate with the Board of Education, Superintendent, and other stakeholders to develop and manage the district budget effectively
- Provide financial reports and forecasts to guide decision-making and strategic planning

Qualifications:

- Bachelor's degree in business, accounting preferred
- Ability to take School Law and School Finance classes as required to obtain Treasurer license - <https://oasbo-ohio.org/professional-development/licensure-credentialing/licensure-pathway-option-3> (300 hours on the job training under the current Treasurer)
- Strong financial and detail-oriented reporting skills
- Strong interpersonal skills for effective interactions with the Board of Education, staff, students, and the community.

Application Process:

- A letter emphasizing qualifications and reasons for interest
- A completed application: <https://www.adabulldogs.org/documents/our-district/employment/410549>
- An up-to-date resume with current references

Tentative Timeline:

- Application due date – June 27, 2025
- Interviews – Week of July 7, 2025
- Employment begins – August 1, 2025

Terms of employment and compensation:

The successful candidate will be offered a multi-year contract. The salary will be commensurate with experience and qualifications. A comprehensive benefit package is included.

Return application and documents to:

Ada Exempted Village Schools
725 W. North Avenue
Ada, OH 45810
ATTN: Carla Cole
colec@adabulldogs.org