



Garaway Local Schools

146 Dover Road NW, Sugarcreek, Ohio 44681

(330) 852-2421 x2

Dr. James A. Millet, Superintendent • Sheryl Hardesty, Treasurer

September 15, 2025

POSITION VACANCY ANNOUNCEMENT 2025/2026 SCHOOL YEAR

TITLE: Accounts Payable, Assistant to the Treasurer

TIME: 8 Hours, 260 Days (12 months, includes paid holidays)

EDUCATION: We welcome candidates with a variety of educational and professional backgrounds. Experience in office administration, finance, banking, government, or related fields is helpful but not required. An Associate Degree or equivalent work experience is a plus, but all interested applicants should apply.

KNOWLEDGE & SKILLS:

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to multitask
- Ability to work effectively with others
- Ability to work in a positive team environment
- Experience in an office and/or accounting
- Desire for accuracy and completeness
- Demonstrate willingness to learn and to adapt
- Record management skills
- Organizational office and problem-solving skills
- Skills in computer and spreadsheet applications (Microsoft Excel)
- Self motivated with the ability to work independently
- Skills in written and oral communication

RESPONSIBILITIES (INCLUDED BUT NOT LIMITED TO):

- Prepares accounts payable packets for payment
- Contact vendors and employees regarding incomplete purchase orders
- Receive, deposits, and account for school funds
- Assist the Treasurer with monthly reconciliations; places and monitors status of District purchases
- Assist with preparation and spreadsheets for transportation reports and submissions to the State

- Post expenditures and receipts
- Maintains and monitors vendor data, files and reporting
- Maintains monthly purchasing spreadsheets
- Maintain respect at all times for confidential information
- Other job duties as needed

SALARY: Salary and working conditions shall be those approved and/or made by the Garaway Board of Education. Pay commensurate with experience and training.

APPLICATION: Interested persons should forward a letter of interest and resume with references to Dr. James Millet, Superintendent, 146 Dover Road NW., Sugarcreek, OH 44681 or email the secretary, ktroyer@garaway.org, indicate "Accounts Payable, Assistant to the Treasurer" in the subject line. This position will remain open until filled.

GARAWAY LOCAL SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

It is the policy of the Garaway Local School District Board of Education that the best-qualified applicant shall be selected for each position without regard to race, color, religion, national origin, age, sex, marital status, political affiliation or disabling conditions. No person shall be denied employment solely because of any impairment, which is related to the ability in activities involved in the position or program for which application is made.