



8471 Waterside Drive  
Sagamore Hills, OH 44067  
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## **Portage Lakes Career Center Invites Applications for the Position of Treasurer/CFO**

### **Overview**

Portage Lakes Career Center, a joint vocational school district serving Summit County, Ohio, seeks a new Treasurer/CFO to provide leadership and support to the students, staff, Board of Education, and the community at large. The district is a learning community devoted to continuing lifelong learning:

- Believes an innovative culture positions students to navigate an evolving global economy;
- Believes success demands a safe environment, where individuals are respected and valued;
- Believes experiences beyond the classroom walls enrich learning and maximize student growth; and
- Believes learning, teaching, designing and leading is a shared responsibility.

Portage Lakes Career Center serves the students of Coventry, Green, Manchester and Springfield School Districts. The vocational center is situated on 47 acres in Green Township, which was purchased following the initial levy approved by Coventry, Green and Manchester that provided the funds to build and operate a vocational school.

In 1992, Portage Lakes Career Center merged with the secondary vocational education programs at Springfield High School. Springfield became a satellite facility of the Portage Lake Career Center.

The Treasurer/CFO reports to the Board of Education and will assist the district in achieving its vision, mission, goals, and strategies. The Treasurer/CFO supports the Board of Education and provides professional leadership to the district in areas including finance, strategic planning, and development.

The Treasurer/CFO will exercise innovative thinking and performance measurements to analyze and support strategic decision-making and continually foster a culture that encourages collaboration, diversity, and inclusion.

A salary commensurate with duties and responsibility will be provided.

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## The Major Duties:

- Ability to cultivate relationships with the Board of Education and leads Board development activities;
- Carry out the policies established by the Board of Education;
- Coordinate staff and is an ex-officio member of the Board and all committees;
- In collaboration with the Board of Education, the staff, and other key stakeholders, the Treasurer/CFO helps to develop and execute the District's strategic plan, long-term goals, and operational plans;
- Ability represent the district in the community;
- A leadership role in determining the community's needs and seeking resources to meet those needs;
- Knowledge of effective fiscal management;
- Lead day-to-day financial operations of the district; and
- Provide accurate and timely financial reporting of the organization's status and to ensure all fiscal and legal requirements are met.

## Position Requirements:

- Bachelor's degree in a related field, Master's degree a plus, with specific emphasis in accounting, finance and management of district finances;
- Ohio Treasurer's Certificate/License
- Successful leadership experience in school finance;
- Excellent organization skills;
- Strong interpersonal skills to relate effectively with the Board of Education, staff, students, parents and community;
- Proven communication skills – verbal and written - with experience in public speaking;
- High degree of professionalism;
- Flexibility to work with others to meet the needs of the PLCC.

## To Apply:

To apply, please submit a cover letter, resume, three references, and salary requirements to:

## Finding Leaders / MCC

[Paul.Pendleton1944@gmail.com](mailto:Paul.Pendleton1944@gmail.com) or

[Pendleton.Ryan@outlook.com](mailto:Pendleton.Ryan@outlook.com)

*For more information, visit [www.findingleaders.com](http://www.findingleaders.com).*

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## Important Information:

***Incomplete applications (applications without all the required information) will not be accepted.***

DISTRICT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

## Tentative Timetable

- Application Deadline - **May 3, 2024**
- Interviews Begin - **May 13, 2024**
- Candidate Selected - **May 27, 2024**



## About Summit County

Summit County, located in northeastern Ohio, includes 22 cities and villages as well as 9 townships.

It encompasses 412.8 square miles and has a population of over 541,000. Its county seat, the City of Akron, is a short drive to Cleveland, Ohio.



## About Finding Leaders

Finding Leaders is a national consulting firm specializing in finding the right person for an organization and its culture, helping the organization strategically plan its future, and build its leadership capacity.