

## POSITION VACANCY ANNOUNCEMENTS

### Leipsic Local School District

Putnam County, Ohio

The **Leipsic Local School District Board of Education** is accepting applications for the following administrative positions:

- **Treasurer of Schools**

This position serves as the district's **chief fiscal officer** and works collaboratively with the Board of Education and the district's administrative team to ensure high-quality educational programming and sound fiscal management in accordance with **Ohio law and Board of Education policy**.

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## POSITION VACANCY ANNOUNCEMENT

### TREASURER OF SCHOOLS

#### Leipsic Local School District

Putnam County, Ohio

#### Position Overview

The Treasurer of Schools serves as the chief fiscal officer of the district and is responsible for the administration, supervision, and accountability of all financial affairs of the school district in accordance with Ohio Revised Code, Board policy, and generally accepted accounting principles.

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#### About Leipsic Local School District

Leipsic Local School District serves students in the Leipsic area, offering K-12 educational programs that support high expectations, personal accountability, and a supportive learning environment. The Treasurer works collaboratively with the Superintendent and Board of Education to ensure the district's financial stability, transparency, and long-term fiscal planning.

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#### Position Responsibilities

In accordance with Ohio Revised Code and Board policy, the Treasurer shall:

- Serve as the chief fiscal officer of the school district.
- Receive, invest, and disburse district funds in compliance with Ohio law.

- Prepare and present monthly and annual financial reports to the Board of Education.
- Maintain accurate financial records in accordance with GAAP, Auditor of State requirements, and reporting standards.
- Prepare the annual appropriations budget and three-year financial forecast.
- Monitor revenues and expenditures to ensure fiscal compliance and long-term stability.
- Oversee payroll, accounts payable, accounts receivable, and benefits administration.
- Ensure compliance with collective bargaining agreements related to compensation and benefits.
- Coordinate and serve as liaison for all financial audits.
- Manage district investments, insurance programs, and internal controls.
- Advise the Board of Education and Superintendent on all fiscal matters.
- Perform other duties as assigned by the Board consistent with Ohio law.

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## **Qualifications**

### **Required:**

- Valid Ohio School Treasurer License or ability to obtain prior to employment.
- Bachelor's degree in accounting, finance, business administration, or related field.
- Knowledge of Ohio school finance laws, public-sector accounting, and budgeting practices.
- Strong analytical, organizational, and communication skills.
- Demonstrated integrity, professionalism, and attention to detail.

### **Preferred:**

- Master's degree in accounting, finance, or business administration.
- Prior experience as a School District Treasurer or Assistant Treasurer.
- Experience in a small or rural school district.
- Familiarity with Ohio school financial software systems and reporting tools.

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## **Contract & Compensation**

- Employment under a multi-year contract in accordance with Ohio law anticipated.
- Competitive salary and benefits package, commensurate with qualifications and experience.
- Start date to be determined by mutual agreement with the Board of Education.

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## **Working Conditions**

- Year-round administrative position.
- Evening attendance at Board of Education meetings required.
- High level of responsibility for confidential and sensitive financial information.

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## **Application Process**

Interested candidates should submit the following:

1. Letter of interest addressing qualifications and leadership philosophy
2. Current résumé
3. Copy of valid Ohio Treasurer license/certificate
4. Three to five professional references

Application materials should be submitted according to district or Board of Education instructions.

**Application deadline:** February 23, 2026

**Anticipated start date:** To Be Determined

**Send application materials to:** Leipsic Board of Education  
Attn: Treasurer Vacancy  
232 Oak Street  
Leipsic, OH 45856  
Fax: 419-943-4331  
Email: [ContactUs@lp.noacsc.org](mailto:ContactUs@lp.noacsc.org)

## **Equal Opportunity Statement**

Leipsic Local School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, military status, or any other legally protected status.

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