

West Central School Corporation

117 E. Montgomery Street
P.O. Box 578
Francesville, IN 47946

“Encourage Every Student Every Day” *Engage *Empower *Educate

Phone 219-567-9161

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Job Posting – Treasurer or Assistant Treasurer/Human Resource Director

West Central is hiring a Treasurer or an Assistant Treasurer/Human Resource Director. The precise responsibilities of the position will be determined based on the selected candidate's overall strengths and fit with the corporation.

Job descriptions for both positions are attached.

Applications are due November 7, with interviews following shortly thereafter. Applicants are encouraged to notify West Central of their intention to apply as soon as possible. West Central reserves the right to fill the position as soon as a suitable candidate can be found.

Questions about the position can be directed to:

Dan Zylstra

219-567-9161

Interested candidates should submit a resume and a non-certified application directly to:
dzylstra@wcsc.k12.in.us

Job Description – Corporation Treasurer

1. Maintain the corporation's monies and all necessary records
2. Post all receipts, encumbrances, and expenditures
3. Writes checks for all monthly employee related deduction billings
4. Prepares the Coop payroll and all reports and attendance records
5. Prepares and mails Coop W2s
6. Co-handles all correspondence, reports, and financial matters in regards to INPRS
7. Prepares APVs (Approved Payment Vouchers) and APV register for board meeting
8. Writes checks for all board approved expenses and misc. expenses
9. Keeps record of all bank balances and reconciles monthly bank statements
10. Provides a monthly fund, revenue, and appropriation report for the superintendent
11. Prepares a monthly expense report for the Board
12. Prepares monthly federal reimbursement reports
13. Prepares the Indiana Form 9 (due in July and January)
14. Prepares both Annual Financial Reports – One for publication in August and one to file through Gateway in July
15. Performs year-end budget procedures and files 1099s
16. Provides information to the superintendent for the preparation of the corporation budget
17. Other items deemed necessary

Job Description – Assistant Treasurer/Human Resource Director

1. Coordinates payroll for West Central employees and staff
2. Coordinates the calculation and payment of all taxes (Federal, State, and County) for all West Central and Coop employees and staff
3. Coordinates the calculation and payment of all payroll deductions, including health insurance, vision insurance, LTD insurance, life insurance flex spending accounts, 403b accounts, and any other payroll deductions
4. Types all contracts and contractual changes
5. Completes monthly, quarterly, and year-end payroll reports
6. Assists with human resource issues as needed
7. Other items deemed necessary