



OAK HILL UNION LOCAL SCHOOLS

ADMINISTRATIVE OFFICE

205 Western Avenue, Oak Hill, Ohio 45656 • (740) 682-7595 • www.oakhill.k12.oh.us
Jason Mantell, Superintendent • Rhonda D. Harrison, Treasurer

JOB POSTING

Title: Assistant Treasurer

Job Description: Posted on District website under “Job Opportunities”

Reports To: Treasurer/CFO

Terms of Employment: Regular/Full-Time (260 Days), 8 Hours Per Day – ½ Hour Unpaid Lunch Exempt

Start Date: To Be Determined

Job Contact: Rhonda Harrison, Treasurer - rhonda.harrison@oakhill.k12.oh.us

Job Requirements:

Manage the receipt, recording, deposit, and payment of district funds
Process purchase orders, invoices, requisitions, and payments
Assist with budgeting, financial reporting, forecasting, and account monitoring
Assist with payroll processing and serve as a backup as needed
Maintain accurate financial, inventory, and asset records
Monitor district revenues, funding, and expenditures
Ensure compliance with USAS, EMIS, and applicable financial requirements
Assist staff and administrators with financial matters
Prepare and maintain Board of Education meeting minutes
Handle mail and general central office duties
Perform other duties as assigned by the Treasurer/CFO

Minimum Qualifications:

Bachelor’s Degree in Accounting, Business Administration, Finance, and/or related field
Appropriate State of Ohio Treasurer’s certificate/license (or willing to obtain)
Alternative to the above qualifications as the treasurer and/or board of education may find appropriate

Application Requirements:

Application
Letter of Interest
Resume
Certifications
Two (2) current professional reference letters dated within the last year

Submit your application requirements by Friday, October 9, 2026, at 12:00 p.m. to:

Alicia Shaner, Superintendent’s Secretary
alicia.shaner@oakhill.k12.oh.us
205 Western Avenue
Oak Hill, OH 45656
(740) 682-7595

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“Home of the Oaks”