



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: Receptionist/Treasurer's Assistant

Job Description: Posted on District website under "Job Opportunities"

Reports To: Treasurer/Superintendent

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 receipt, recording, and deposit of district funds
Process payments, purchase orders, and invoices
Assist with payroll processing as needed
Maintain inventory, assets, and financial records
Provide support to staff and the public
Handle mail and general office duties
Perform other duties as assigned

Preferred:

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, July 24, 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

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"Home of the Oaks"