



Apollo Career Center is accepting applications for the position of:

## TREASURER'S OFFICE ADMINISTRATIVE ASSISTANT (Accounts Payable)

<b>STARTING DATE:</b>	January 2025
<b>REPORTS TO:</b>	Treasurer/CFO
<b>SALARY RANGE:</b>	<ul style="list-style-type: none"> <li>• based on appropriate salary schedule, commensurate with education and experience</li> </ul>
<b>BENEFITS:</b>	<ul style="list-style-type: none"> <li>• medical/dental/life Insurance</li> <li>• paid holidays</li> <li>• sick/personal/vacation leave</li> </ul>
<b>WORK WEEK/YEAR:</b>	Full-time, 12-month employee
<b>MINIMUM QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• very strong Excel, Word, Google Workplace and administrative assistant skills</li> <li>• proficient in office procedures and the ability to learn new software programs</li> <li>• ability to communicate effectively and pleasantly with a wide variety of individuals including students, staff, vendors and the public</li> <li>• excellent organizational skills</li> <li>• ability to work independently and as a team member</li> <li>• effective communication skills</li> <li>• ability to pass BCI and FBI background checks</li> </ul>
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• accounts payable</li> <li>• assist treasurer's office with daily tasks to ensure the district operates in an efficient and effective manner</li> </ul>
<b>MATERIALS TO SUBMIT:</b>	<ul style="list-style-type: none"> <li>• application available at: <a href="https://www.apollocareercenterhs.com/jobs-at-apollo/">https://www.apollocareercenterhs.com/jobs-at-apollo/</a></li> <li>• cover letter, resume, and contact information for three references</li> </ul>
<b>APPLICATION DEADLINE:</b>	November 5, 2024
<b>APPLY VIA EMAIL:</b>	Maria Rellinger, Treasurer/CFO Apollo Career Center 3325 Shawnee Rd. Lima, OH 45806-1454 Phone: 419-998-2912 Email: maria.rellinger@apollocc.org

It is the policy of the Apollo Joint Vocational District that educational activities, employment practices, programs, and services are offered without regard to race, color, national origin, sex, religion, disability, or age.