



Position Vacancy Assistant to the Treasurer - Payroll Position Buckeye Career Center

The Buckeye Career Center is seeking qualified applicants for the full-time position of Assistant to the Treasurer Payroll Position.

Position Title:	Assistant to the Treasurer
Reports To:	Treasurer
Salary:	Commensurate with experience and educational background.
Requirements:	Excellent computer skills with Microsoft Excel Spreadsheet Software and Microsoft Word Software. Bachelor's Degree in Accounting/Finance preferred or Associates Degree in Accounting/Finance and 5 years experience in Payroll related Field.
Benefits:	<i>Group hospital and medical-surgical insurance, group life insurance, liability insurance, vision/dental insurance and prescription drug plan.</i>
Application Deadline:	By August 10, 2025 (or until filled). Submit letter of interest and resume. <i>Buckeye applications available at www.buckeyecareercenter.org</i>
Please Apply to:	Mrs. Cheryl Malik, Treasurer Buckeye Career Center 545 University Drive, NE New Philadelphia, Ohio 44663 cmalik@buckeyecareercenter.org

It is the policy of the Board of Education of the Buckeye Career Center that educational activities, employment, programs and services are provided to all people regardless of race, color, national origin, sex, age, disability, or socioeconomic status.