

**Charter School Treasurer Global Village Academy in Parma, OH, USA  
(ODE School Treasurers License required)**

**Compensation:** \$45,000 to \$60,000 Part-Time (27 hour a week)

**Why Work Here?** “Incredible working environment with administrators willing to work together for the betterment of the school and community it services.”

**TREASURER RESPONSIBILITIES AND DUTIES:** Every treasurer has the responsibility to complete specific duties in response to the contractual agreement with a board of education.

Duties include (but not limited to):

- Record the proceedings of each meeting of the board, which must be read at the next succeeding meeting unless such reading is waived.
- On a monthly basis, the Treasurer must render to the board a financial statement showing all revenues, receipts, appropriations, expenditures, disbursements and the balance remaining in each appropriation.
- Required to sign all checks. Receive all funds on behalf of the district and deposit in designated depository.
- Act as the agent of the board of education in all dealings with the county Act as the agent of the board of education in all dealings with the county auditor, county treasurer, and all other persons relating to the funds of the school district. Responsible for the financial affairs of the district.
- CCIP financially related grant interaction and EPICENTER reporting.
- Assist Superintendent/Principal in financial funds distribution/allocation. Work directly with school EMIS coordinator.
- Payroll (check to bank) Administrator/Staff contract preparation 5 year financial forecasts Must be willing to undergo BCI/FBI checks.
- Many of the duties are unwritten, but become necessary to make the operation function correctly and to assure good management.

**About Global Village Academy:** We are a Public Charter/Community School currently sponsored by the Ohio Department of Education servicing grades K-8 (currently 209 students not to exceed 222). Majority of our students are Ukrainian immigrants that live within the Parma city boundaries. We are consistently

**Company address:** 5720 State Road, Parma, Ohio 44134

**Contact information:** Mr. Oleh (Ollie) Holowatyj, Superintendent, 440-227-8411 (cell)

**Send resume and/or correspondence to:** [globalvillageoh@gmail.com](mailto:globalvillageoh@gmail.com),