

# ADAMS CENTRAL COMMUNITY SCHOOLS

222 West Washington Street, Monroe, IN 46772 • Phone: 260-692-6193

## OFFICE OF THE SUPERINTENDENT

Joel D. Mahaffey

Dawn Cook, Corporation Treasurer  
Annette Schwartz, Deputy Treasurer



Arnita Heyerly, Director of Human Resources  
Lilly Mitchel, Secretary to the Superintendent

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## Notice of Vacancy

**Date:** January 26, 2024

**Position:** Central Office Deputy Treasurer

**Qualifications:**

- Preferred payroll experience or a minimum of course work in bookkeeping practices.
- Proficient computer skills.
- Experience in public school business office is desirable.
- Ability to interact positively with school and community

**Essential Functions:**

- Prepare, process and complete bi-weekly payroll; collect time sheets and payroll documentation to be included in payroll
- Run hourly reports from Time Station and sent to principals/supervisors for approval
- Assist in maintaining staff personnel files
- Process and maintain extended background checks for staff
- Other duties assigned by the Corporation Treasurer and Director of HR

Those interested in applying for this position may do so by submitting an application (found on Adams Central website @ [www.accs.k12.in.us](http://www.accs.k12.in.us)), cover letter, resume, three (3) current letters of recommendation to:

*Adams Central Community Schools  
Attn: Director of Human Resources  
222 West Washington Street  
Monroe, IN 46772*

- Submission of materials may also be sent via email to: [hr@accs.k12.in.us](mailto:hr@accs.k12.in.us)
- For consideration, all materials must be received by February 5, 2024
- This is a 260 day – year round position.

Adams Central Community Schools is committed to equal opportunities for all. It does not discriminate on the basis of race, color, religion, national origin, sexual orientation, gender identity, disability, or age in its programs, activities, and employment practices (Board Policy Section 5000).



**Inspiring and Empowering Students to Succeed**