



Lost River Career Cooperative is searching for a Treasurer for the District. LRCC is a joint services cooperative of three school districts, Paoli, Springs Valley, and West Washington. LRCC oversees the Career and Technical Education (CTE) courses housed in the three member schools. LRCC also assists as needed with technical and data support for the students enrolled in the courses of Agriculture and Family and Consumer Science programs.

All three member schools financially support Lost River Career Cooperative and we serve as our own fiscal agent.

The LRCC office is located in Paoli, IN. on the Paoli Community School Corporation campus.

The successful candidate can start as early as 10/22/2024, however, if an extended transition is needed due to current work obligations we are happy to accommodate.

Key requirements/responsibilities of this position follows;

Candidate should be knowledgeable of all phases of accounting, (AP AR PR and GL).

Prepare and submit approved purchase orders on behalf of the director.

Maintain electronic files for items paid for with local, state, and federal funds.

Work with instructors to maintain equipment inventory.

Work in partnership with the director in the coordination of events such as career fairs, recruitment presentations, and staff professional development.

Help in coordination of certification exams.

Assist with data entry for InTERS (Indiana CTE Data Portal) Data Specialist.

Follow up with LRCC graduates to track work/college/military placements.

The successful candidate must be proficient in Microsoft Office.

Please email your resume and application or any questions to:

Jason Goodman

LRCC Director

Jgoodman@LRCC.k12.in.us

[Link to application](#)