

Meredosia-Chambersburg CUSD 11
Job Posting: District Bookkeeper

Posting Date: January 13, 2022

Start Date: March 1, 2022

Duties:

This position works closely with the School Board and the District Superintendent. The candidate is required to manage accounts payable and accounts receivable, Payroll twice a month, Human Resources, complete monthly State and grant reporting, assist in preparing and amending the District budget, assist in preparing the Board packet and attend Board meetings, and all other duties assigned.

Qualifications:

An education background in Finance or equivalent experience is preferred. The candidate must demonstrate competency in Microsoft Office/Google and show proficiency in navigating financial reporting applications. Must be detail oriented and have good communication skills.

Salary/Benefits

The salary is based on education and experience. Employee insurance is provided and the package includes sick days and vacation days.

How to Apply:

Send resume to Thad Walker at 830 Main Street Meredosia, IL 62665 or email to:
twalker@mcsd11.net