

Greenview CUSD #200 seeks a motivated individual to serve as the

DISTRICT ASSISTANT BOOKKEEPER

for the remainder of the 2017-2018 school year.

The expectation for this individual would be to assume the duty of bookkeeper July 1st 2018. This assistant bookkeeper position will be a full time job with benefits in accordance with district policy. Greenview CUSD #200 is seeking someone with at least 2 years of college accounting or if the candidate has 2-5 years bookkeeping experience a degree is not required. The district seeks a candidate that is of high character and understands the confidentiality needed to maintain district policies and procedures.

SKILLS NEEDED IN THE ROLE INCLUDE:

- ❖ Sound knowledge of financial practices
- ❖ Excellent skills using excel
- ❖ Experience with payroll and payroll Taxes
- ❖ Detail orientated and a multitasker
- ❖ Experience with double entry bookkeeping

Applicants should email a cover letter, resume, and 3 letters of reference to **rhavner@greenviewschools.org** or they can be sent to **147 Palmer Street Greenview, Illinois 62642.**

For further information please contact Ryan Heavner, Superintendent at (217) 968-2295. The application deadline is Friday, September 15th 2017 4:30 PM. Greenview CUSD #200 is an equal opportunity employer.