

Astoria School District Full Time Bookkeeper

The Astoria School District has an opening for a full-time district bookkeeper starting April 15, 2019. Qualifications for the position are as follows: Must be a self-starter who works well with others. Must possess excellent oral and written communication skills. Must have the ability to work well with changing priorities and situations. Applicants need to possess above average technology skills. We are looking for someone who is self-motivated, honest, high standards for work performance and possess a strong work ethic. Applicants must also become a notary upon employment if not already.

Responsibilities of the job include but are not limited to: payroll, accounting, fiscal responsibilities, board clerking, expenditure reporting, human resources, insurance, Teacher Retirement System, IMRF, and personnel files,

Benefits include: IMRF, full paid single health insurance, dental, vision and \$30,000 life insurance. Salary will be \$35,000. 5 days vacation and paid federal holidays.

Send letter of application, resume, credentials and references to: Don Willett, Superintendent, 402 N. Jefferson St., Astoria, Illinois 61501 by March 25, 2019.