

Madison Community Unit School District No. 12

Madison County

*“Through Rigor, Relevance and Relationships”
Madison CUSD #12 will maximize ALL students’
potential to be successful in the world.*

Administrative Office:
602 Farrish Street
Madison, Illinois 62060
618/877-1712
Fax: 618/877-2690
www.madisoncusd12.org

Dr. Cullen Cullen
Interim Superintendent

JOB POSTING*** JOB POSTING***** JOB POSTING
Bookkeeper/Accounts Receivable and Payable**

Open date: 10/22/2018

Close date: 11/12/2018

Responsibilities

Perform duties related to the fiscal operation of the district and the Board of Education. Enhance the efficiency and effectiveness of the district’s central office. This is a 12 month position

Qualifications

- 1. Associate or Bachelors degree in Business or Accountancy**
- 2. Proficient in Excel**
- 3. Experience with Accounting software STI, SDS, Chalkable preferred**
- 4. Accounting Experience**
- 5. Ability to multi-task**
- 6. Strong Organizational Skills**
- 7. Excellent Communication Skills**
- 8. Flexible and able to adapt to new situations**

Rate of pay:

**Annual salary not to exceed \$30,000.00
District benefits (Health and Retirement)**

Application procedures:

Submit letter of Interest, Resume, List of Three References to Ms. Sybil Banks