

MADISON COMMUNITY UNIT SCHOOL DISTRICT #12

602 FARRISH STREET
MADISON, IL 62060
PHONE (618) 877-1712
FAX (618) 877-2690

TO: Qualified Applicants
FROM: Dr. Warletta C. Brookins, Superintendent
DATE: July 30, 2018
RE: **Business Manager/Payroll Supervisor**

Projected start date: To Be Determined

Terms of Employment This is a 12 month, Board appointed position, compensation and benefits to be determined by the Board of Education. This will be an IMRF or TRS position based on the successful applicant's qualifications.

Qualifications:

- Illinois State Certificate in Administration, with Chief School Business Official endorsement **or**
- Advanced training, such as represented by an MBA or CPA **or**
- B.A. Finance/Accounting **or**
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Must be eligible for bonding
- Must have five (5) years or more experience in finance

Reports to: Superintendent

Contact person: Dr. Warletta C. Brookins
Superintendent
sybil.banks@madisoncusd12.org
602 Farrish Street
Madison, IL 62060
Phone (618)877-1712
Fax (618)877-2690

Application Criteria:

Application
Proof of degree
Resume
Three letters of reference

All interested applicants, please respond in writing by 3:30 p.m., Monday, August 6, 2018.

Madison CUSD #12 does not discriminate on the basis of race, color, national origin, sexual orientation, gender or disability.