



Bloom Township Trustees of Schools

3311 Chicago Road • South Chicago Heights, Illinois 60411

www.bloomtts.org

EMPLOYMENT OPPORTUNITY

POSITION: Account Manager

START DATE: September 1, 2026

REPORTS TO: Treasurer

PRIMARY RESPONSIBILITIES:

- Post revenues for school districts
- Create and post journal entries
- Produce monthly financial reports for school districts
- Prepare and submit quarterly 941 tax reports
- Generate and disseminate annual 1099 reports
- Produce trial balance reports for school districts
- Troubleshoot financial software for school districts
- Serve as backup to Accounts Payable

QUALIFICATIONS:

- High school diploma or equivalent required (college degree preferred)
- Relevant work experience (school district strongly preferred)
- Skyward Qmlativ financial software experience preferred
- Working knowledge of Microsoft Excel required
- Good physical health and clean background check
- Ability to understand and follow written and oral directions
- Ability to communicate written and orally in English
- Ability to communicate effectively and clearly to staff and school districts
- Able to prioritize and perform multiple tasks

COMPENSATION AND BENEFITS:

- Starting annual salary of \$60,000 - \$70,000 based on experience
- Medical and Dental insurance fully paid by employer
- IMRF fully paid by employer
- 403(b) access (paid by employee)
- Vacation, personal, and sick days

Interested candidates may email a copy of their resume, letter of interest, and references to employment@bloomtts.org.

Unit School Districts 129, 131

High School Districts 206, 227, 233

Elementary School Districts 153, 159, 161, 163, 167, 168, 169, 170, 171, 172, 194

Lee, Ogle, Whiteside ROE 47 • SPEED 802 • South Cook Intermediate Service Center 4