



# WABASH AND OHIO VALLEY SPECIAL EDUCATION DISTRICT

David Kaytor, Director

800 S. Division Street | Norris City, Illinois 62869 | 618-378-2131 | Fax: 618-378-3153 | [www.wovsed.org](http://www.wovsed.org)

## VACANCY NOTICE

### Administrative Accountant

**Starting Date:** July 1, 2019

**Qualifications:** Minimum of Bachelor's Degree in accounting from accredited university

**Basic Job Duties:**

- Develop policy and procedures to enhance business office practices
- Oversee ISBE grant development and reporting requirements, including assisting member districts
- Budget development and projections
- Maintain all aspects of human resources for the organization (TRS, IMRF, Workers Comp, etc.)
- Maintain a general ledger of transactions for the district
- Maintain fiscal and depository records
- Assist in internal and external auditing activities
- Exhibit and maintain proficient technology skills
- Evaluate office staff
- Perform other duties as assigned by the Director

**Salary:** Based upon Experience and Qualifications

**Contract Length:** Full time 12 month position

**Application Deadline:** May 15, 2019

**Application Process:**

Please submit a letter of interest and current resume to:  
David Kaytor, WOVSED Director  
800 S Division St, Norris City, IL 62869; Fax: 618-378-3153