



# WABASH AND OHIO VALLEY SPECIAL EDUCATION DISTRICT

David Kaytor, Director

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

## VACANCY NOTICE

### Bookkeeper-Accounts Receivable

**Starting Date:** January 2021

**Qualifications:** Minimum of Associate's Degree in accounting or business. Bachelor's preferred.

**Basic Job Duties:**

- Maintain 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
- Maintain payroll
- Assist in internal and external auditing activities
- Exhibit and maintain proficient technology skills
- Perform other duties as assigned by the Director

**Salary:** Based upon Experience and Qualifications

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

**Application Deadline:** Until position is filled

**Application Process:**

Please submit a letter of interest and current resume to:

David Kaytor, Director

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