



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

VACANCY NOTICE

Bookkeeper-Accounts Receivable

Starting Date: April 2020

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: January 31, 2020

Application Process:

Please submit a letter of interest and current resume to:
Kenneth Peek, WOVSED Administrative Accountant
800 S Division St, Norris City, IL 62869; Fax: 618-378-3153