

Job Posting  
Auburn CUSD 10  
**SCHOOL BOOKKEEPER**

Full-time position

Starting Salary Range: \$40,000 - \$55,000

Deadline: Open until filled

Position Summary:

- Manage and maintain accurate financial records and accounts payable
- Support daily accounting operations
- Ensure compliance with district and state policies
- Provide timely financial records to administration and staff
- Reconcile bank statements, manage internal accounts and provide documents for internal audits

Qualifications:

- High School Diploma Required. Associate's degree in accounting, finance or related field preferred.
- Experience in bookkeeping, accounting or school finance preferred
- Skilled in accounting software
- Strong ethics and attention to detail
- Ability to maintain confidentiality with sensitive information

**To apply, please mail or email**

- Cover letter,
- Resume
- Three letters of reference to:  
Dr. Darren J. Root, Superintendent  
Auburn CUSD 10  
606 North Street  
Auburn, Illinois 62615  
**[droot@auburn.k12.il.us](mailto:droot@auburn.k12.il.us)**