

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