

HAMILTON COUNTY  
COMMUNITY UNIT DISTRICT NO. 10

P.O. Box 369  
109 North Washington  
McLeansboro, Illinois 62859  
(618) 643-2328

VACANCY NOTICE

POSITION: District Office Bookkeeper  
Full-time 12-month position

QUALIFICATIONS: Excellent communication skills in written and verbal form. Excellent organizational and time-management skills. Possess a professional demeanor. Proficient in the use of technology. Ability to work with administration, staff members and vendors. Ability to operate office machines. Excellent telephone/people skills. Ability to maintain routine and ordinary office files. Ability to gather and organize pertinent financial data as needed and put it into usable form. Ability to maintain a professional environment that reflects high professional standards. Preferred candidate will have college coursework in accounting, work experience in bookkeeping and experience in general ledger accounting software.

APPLICATION  
PROCEDURE:

Staff interested in applying should submit a letter of interest to Jeff Fetcho, Superintendent.

Interested applicants must submit a resume and a completed non-certified application form (available on-line at [www.unit10.com](http://www.unit10.com), click on employment link, or contact the unit office at 618-643-2328) to:

Jeff Fetcho, Superintendent  
Hamilton County Community Unit District No. 10  
117 North Washington Street  
P. O. Box 369  
McLeansboro, IL 62859

APPLICATION  
DEADLINE:

3:00 p.m., Monday, December 5, 2016