

UNIT
10

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 Payroll Clerk
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 or related field, work experience in payroll processing and experience in payroll 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, 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:

Open until filled

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