



POSITION ANNOUNCEMENT

BOOKKEEPER

ILLINOIS EASTERN COMMUNITY COLLEGES

- DESCRIPTION:** The Bookkeeper position reports directly to the Director of Financial Operations for the IECC District Administrative Office located in Olney. Duties include record keeping for all restricted purpose funds; processing student refunds; maintaining general ledgers; monitoring grant agreements; preparing bank reconciliations and dealing with confidential information.
- QUALIFICATIONS:** Associate's degree in business, accounting, or related field preferred; or prior related work experience required. Must be able to analyze and interpret accounting information and reports. Attention to detail, plus excellent verbal and written communication skills are required. Must be computer literate and familiar with most office software products; with knowledge of Microsoft Word and Excel highly desirable.
- WAGES:** Commensurate with education and experience. Benefits include, but are not limited to: medical, dental, and life insurance; paid sick leave, vacation, and personal days; and participation in State Universities Retirement System.
- APPLICATIONS:** Send a letter of interest, resume, application forms (available online), transcripts, and three letters of recommendation to:
- Human Resources
Illinois Eastern Community Colleges
233 East Chestnut St.
Olney, IL 62450
- Or email to iecchr@iecc.edu
- APPLICATION DEADLINE:** Applications will be reviewed as received and will be accepted until the position is filled.
- STARTING DATE:** Pending approval by the Board of Trustees.

Illinois Eastern Community Colleges is an institution of higher education comprised of Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. IECC is accredited by the Higher Learning Commission.

IECC complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Human Resources at (618) 395-5299 Extension 5522.

IECC's mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

EQUAL OPPORTUNITY EMPLOYER