



## POSITION ANNOUNCEMENT

### DIRECTOR OF BUSINESS OLNEY CENTRAL COLLEGE | OLNEY, IL

- DESCRIPTION:** The Director of Business is a full-time position responsible for directing the college's Business Office by providing leadership in a broad range of business functions and supervision of staff in the college's auxiliary units. Job responsibilities include managing accounts receivable, developing and maintaining budgets, invoicing, supervising cashiering, coordinating collection activities and supervising assigned auxiliary departments.
- QUALIFICATIONS:** Associate's degree required; Bachelor's degree from an accredited university in Business, Accounting, or related field preferred. Experience working in a business field. Applicants should have excellent oral and written communication skills; ability to make sound decisions following college policy, rules, and regulations; work effectively and collegially with administration, faculty, staff, and the community; ability to organize and prioritize work; effectively work independently or with a team; problem-solving skills; computer proficiency with exceptional skills in Microsoft Excel, Outlook, and Word.
- WAGES/BENEFITS:** \$44,679.47 - \$51,381.39 per fiscal year; 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, IECC application forms (available on our website), and transcripts to [iecchr@iecc.edu](mailto:iecchr@iecc.edu) or mail to:

Illinois Eastern Community Colleges  
Attn: Human Resources  
233 East Chestnut Street  
Olney, IL 62450

#### APPLICATION

- DEADLINE:** Applications will be reviewed as received and accepted until the position is filled.
- START DATE:** Pending IECC Board of Trustees approval.

*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**