

REGIONAL OFFICE *of* EDUCATION

Monroe & Randolph Counties

Monroe County Office
107 East Mill Street
Waterloo, IL 62298
Tel: (618) 939-5650
Fax: (618) 939-5332

Randolph County Courthouse
#1 Taylor Street, Rm. 101
Chester, IL 62233
Tel: (618) 826-5471
Fax: (618) 826-5474



KELTON DAVIS
*Regional Superintendent
of Schools*

CHRIS DIDDLEBOCK
*Assistant Superintendent
of Schools*

Job Title

Full time Accounting/Bookkeeping Staff

Department

Waterloo Administrative Office

Immediate Supervisor

Regional Superintendent of Schools and Assistant Regional Superintendent of Schools

Job Objective

The Regional Office of Education is seeking applicants for a full-time accounting/bookkeeping position to give accounting and administrative support to the assigned department in areas involving payroll, grant administration including ISBE reporting, accounts payable, accounts receivable and general ledger.

Essential Tasks

The Regional Office provides a multitude of services for schools in the region. Although we are listing discreet activities for the successful candidate to accomplish, other responsibilities may be assigned to provide support for our office.

- Process invoices and prepare necessary documents for accounts payable.
- Process payments and prepare necessary documents for accounts receivable.
- Prepare bank deposits daily or as necessary.
- Process bi-monthly payroll and payroll taxes.
- Process IL State Board of Education electronic payments upon notification of receipt and distribute as necessary.
- Complete online reporting of grant expenditures to IL State Board of Education.
- Prepare and maintain employee contracts and personnel files.
- Complete month end accounting process.
- Maintain a monthly budget summary for all funds in excel.
- Prepare and maintain inventory schedules.
- Prepare and/or assist with bi-monthly, monthly, quarterly and end of year reporting.
- Prepare all bookkeeping and reporting functions for The Maidez Center, Chester Non-High School District #122 and Career Center of Southern Illinois.
- Travel as necessary for bank, post office or other necessary responsibilities.
- Prepare letters, labels, envelopes, documents, and reports etc.
- Answer phone when necessary.
- Assist all office personnel as needed.
- Maintain good public relations and a positive attitude with ROE staff.
- Other duties as assigned or authorized by the Regional Superintendent(s).

General Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The employee must:

- Adapt to a fast-paced environment
- Prioritize multiple tasks and deadlines
- Be detailed oriented
- Be proficient in Microsoft Office Suite
- Establish and maintain effective working relationships with office staff

Education and/or Experience

- High school diploma or GED
- 4 years of job-related work experience or a degree from an accredited college or university

Licensing or Certification Requirements

Valid driver's license and proof of automobile insurance

Salary/Benefits

Regionally competitive and commensurate with experience

Illinois Municipal Retirement Fund (IMRF)

Paid vacation, personal and sick days

Health Insurance/Annuity

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contract are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the employer (Monroe-Randolph Regional Superintendent of Schools) at the discretion of the employer, or as the needs of the employer and/or requirement of the job change. The Regional Superintendent of Schools explicitly reserves the right to modify any of the provision of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential function does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Application Information

There is no formal application for the position. Candidates will be considered upon submitting a cover letter, resume with salary requirements and references. Letters of recommendation are preferred.

The application deadline is July 25, 2022. Submit to Regional Office of Education, Attn: Tricia Bockhorn, 107 East Mill Street, Waterloo IL 62298 or tbockhorn@roe45.com. Questions regarding the responsibilities and duties may be directed to Tricia Bockhorn at 618-939-5650.

Equal Opportunity Employer

The Monroe-Randolph Regional Office of Education is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, gender, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above-listed items.