

**Notice of Position Opening
Cerro Gordo CUSD #100**

Job Title: Bookkeeper/Administrative Assistant

Job Description: Cerro Gordo CUSD # 100 is seeking highly qualified applicants for the position of Bookkeeper/Administrative Assistant. Job responsibilities will include the following:

- Twice monthly payroll for approximately 60 employees
- Accounts payable and receivable
- Checking account reconciliations
- General accounting duties
- Maintaining all district files and records
- Complete and submit state and federal reports
- Onboarding of new employees
- Other duties as assigned by the Superintendent

Qualifications: An excellent work history with experience in payroll, accounts payable/receivable, bank reconciliation and general accounting duties, as well as excellent communication and technology skills.

Salary/Benefits: 12 Month position with compensation and benefits based upon experience.

Job Posted: 5/19/2022

Application Deadline: 6/3/2022

To Apply: Send letter of application, resume and three references via email to:
brobinson@cgbroncos.org

or by mail to:

Cerro Gordo CUSD #100
Brett Robinson, Superintendent
PO Box 79
Cerro Gordo, IL 61818-0079