

VACANCY

POSTING DATE - April 5, 2024

District Treasurer

Allendale CCSD 17 is seeking a qualified candidate to fill a vacancy for District Treasurer. This position requires limited hours, but with deadlines, on a monthly basis. Interviews will begin immediately. The successful candidate will begin the duties as District Treasurer on June 1, 2024.

DEADLINE for APPLICATION: May 8, 2024

How to Apply: Please send a letter of interest, resume, and 3 references via mail or email:

Bob Bowser, Superintendent
101 N. 3rd Street
P.O. Box 130
Allendale, IL. 62410
bbowser@allendaleschool.net

Position Description:

- Able to reconcile bank statements at the beginning of the month
- Able to work with bookkeeper, administrative assistant, Superintendent, and bank to balance accounts and other financial matters as they occur
- Able to attend monthly board meetings when possible

Qualifications:

- Able to communicate with various members of the school administrative team
- Able to utilize technology to include, but not limited to, email, text, and Google Drive
- Possess the skills necessary to reconcile bank statements

Salary and Benefits:

- To be determined by the Board of Education