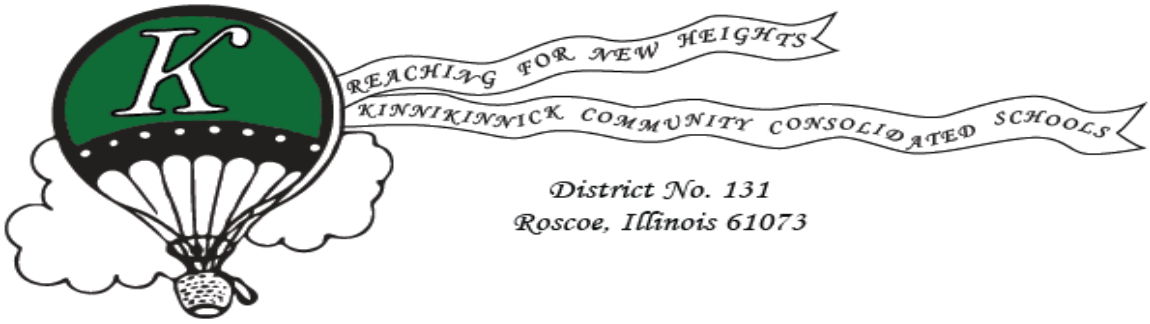

Kinnikinnick CCSD No. 131
Vacancy Announcement
Educational Support Personnel

1. Position: Payroll Clerk
40-60 hours per month
Starting at $20.00

2. Qualifications:

- High School Graduate
- Prior IL School District Public Fund accounting experience preferred.
- Payroll, payroll reporting and computer financial database system knowledge preferred.
- Be able to work with children and adults.
- Be able to work independently without direct supervision while meeting timelines.
- Maintain and safeguard confidential information.

3. Application Deadline: Until Filled

Application Requirements

Submit copy of letter of interest, resume, reference letters and completed application form (www.kinn131.org) to Brett Hruby, bhruby@kinnschools.org, Kinnikinnick CCSD No. 131, 5410 Pine Lane, Roscoe, IL 61073.

Phone: 815/623/2837
Fax: 815/623/9285