

**Position Title:** School Bookkeeper  
**District:** Ohio Community Schools #17 & #505, Ohio, IL  
**Reports To:** Superintendent  
**Position Type:** Full-Time, 12-Month Position  
**Anticipated Start Date:** July 1, 2026

---

### **Position Overview**

Ohio Community Consolidated School District #17 and Ohio Community Consolidated School District #505 are seeking a detail-oriented and highly organized **School Bookkeeper** to manage the districts' financial records and payroll operations. This position plays a critical role in ensuring accurate financial management, compliance with state and federal reporting requirements, and efficient day-to-day accounting operations for the districts.

The successful candidate will demonstrate strong accounting skills, integrity in handling confidential financial information, and the ability to work collaboratively with district administration and staff.

---

### **Qualifications**

- Bachelor's degree in Accounting preferred
  - Or equivalent accounting experience and qualifications as determined by the Board of Education
  - Knowledge of governmental or school accounting practices preferred
  - Strong organizational skills and attention to detail
  - Ability to maintain confidentiality and manage multiple financial processes simultaneously
- 

### **Compensation**

- Competitive salary based on qualifications and experience
  - 12-month employment contract
- 

### **Application Process**

Interested candidates should submit a **letter of interest, resume, and references** to:

**Jennifer Donnelly, Superintendent**  
**[jdonnelly@osd17.com](mailto:jdonnelly@osd17.com)**  
**(815)376-2934** (Call with questions)

Applications will be reviewed until the position is filled.