



Carbondale Elementary School District No. 95

ADMINISTRATIVE OFFICE
216 E. Main Street
Carbondale, IL 62901
618.457.3591 FAX ~ 618.457.2043



Janiece Blake
Superintendent

POSITION NOTICE Bookkeeper

JOB DESCRIPTION: This position will oversee all accounting and bookkeeping transactions for the district. Strict attention will be required on maintaining internal controls of all fund management and accounting duties.

QUALIFICATIONS: A Bachelor's degree with courses in Accounting and Finance; CPA preferred; minimum of 2 years' experience in bookkeeping or accounting environment; experience in school finance is preferred. Proficient with Microsoft products is required.

SALARY: Salary will range from \$24.41 to \$30.06 per hour. Employment will be for 8 hours/day, Monday through Friday. Fringe benefits include Board contribution to single coverage health insurance, sick leave, vacation leave, personal business leave, and paid school holidays. Salary and other working condition modifications may occur after July 1 annually.

ASSIGNMENT: District Office

CONTACT: Janiece Blake, Superintendent
CES95 Administrative Center
216 E. Main Street
Carbondale, IL 62901
(618) 457-3591

POSTED: June 29, 2026
Applications accepted until **position is filled.**

Only Online Applications will be accepted and are available on our website:
www.ces95.org/employment

Carbondale Elementary School District is an Equal Opportunity Employer

Board of Education

Corey Cawthon, President
Renada Greer

Catherine Field, Vice President
Jacari Henderson

John. Major

Imani McHenry, Secretary
Tangela Oliver

Performance Responsibilities: (Essential Duties)

To perform this job successfully, an individual must be able to accurately perform accounting functions. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate support for the Mission, Beliefs and Goals of District.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Process, audit, and compile payroll data (i.e. hours worked, taxes, insurance, and union dues, etc.).
- Process annual salary data for all employees.
- Review employee timesheets for completion and accuracy.
- Process stipend and bonus payments (i.e. extra-curricular activity sponsors, coaches, etc.).
- Process voluntary insurance premiums, credit union contributions, tax-sheltered annuity contributions, pre-tax flexible spending accounts, professional dues, charitable donations, and wage attachments.
- Compute and report allowable deductions for wage garnishments to county courts and creditors.
- Prepare and distribute payroll checks. Research and rectify irregularities.
- Monitor staff attendance activity.
- Direct deposit deductions and net earnings to employee bank accounts.
- Initiate electronic funds tax payments to the Internal Revenue Service, TRS and IMRF.
- Process and remit liability payments as required (i.e. annuity companies, charitable organizations, etc.).
- Process and report Federal, State, and Social Security tax liabilities and payments for governmental agencies on required cycles.
- Record and monitor teaching hours and salary for substitute and retired teachers for Teachers' Retirement System (TRS) pension compliance.
- Research and report employment and salary history required by financial loan institutions and worker's compensation claims for active and former employees.
- Organize and distribute annual W-2, Wage and Tax Statements.

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- Edit and process reports as required (i.e. TRS Report of Earnings and Pension Contributions, IMRF Report of Earnings and Pension Contributions, employment statistics to the Illinois Department of Employment Security Census Unit, fiscal year salary report, etc.).
- Process all monthly and weekly Accounts Payable invoices within deadlines, according to school fund accounting principles.
- Maintenance of appropriate records for Federal, State and local audits.
- Maintain files of paid/unpaid invoices, purchase orders and requisitions.
- Process all district purchase orders, including encumbrances to the general ledger, and distribution to appropriate personnel and vendors.
- Process all Revenues via preparation of bank deposits and data entry to the general ledger.
- Reconcile and manage all Activity Accounts.
- Process mail for Business Department.
- Assist Business Manager with miscellaneous data entry, copy and correspondence services.
- Assist other Bookkeeper in all areas as needed.
- Other duties as assigned.

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