BELVIDERE DISTRICT 100
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VACANCY NOTICE

POSITION:	**Office Professional 2 - Bookkeeper**
LOCATION:	**Belvidere North High School**
START DATE:	**December 14, 2026**
HOURS:	**8 hours per day/12-month position**
SALARY:	**OP - HS2 - $18.00/hour (CBA Agreement)**
BENEFITS:	**Blue Cross Blue Shield Booklet (Benefit Booklet)**

QUALIFICATIONS/EXPERIENCE: **See attached Job Description**

Proficiency Test may be required at the time of interview

Qualified applicants should complete an online application at www.district100.com. All **current employees** must submit an application within five (5) days of the posting date to be considered for this position. *Please notify your current supervisor of your intent to transfer.*

Posting: November 19, 2026

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status

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Office Professional 2 (OP 2)

Job Description

Position: Office Professional 2 - Building Level Bookkeeping

Reports to: Building Principal

Terms of Employment: Twelve (12) months

Basic Function: Under the direction of the building principal and with support from the District's Business Office, assist in the administration of the school's business affairs and other clerical tasks.

Qualifications/Skills:

1. High School diploma or equivalent
2. Experience in a bookkeeping position
3. Proficient in mathematical procedures
4. Basic office skills - answering phones, filing, service excellence
5. Ability to use basic office equipment - copiers, fax, etc.
6. Ability to use email and electronic calendars
7. Experience with Google Docs, basic Excel/Google Sheets
8. Experience with student management systems
9. Ability to multitask

Primary Responsibilities for this posted position:

1. Ensure compliance with all District 100 Student and District Activity Fund accounting procedures at all buildings.
2. Collect and document receipts for all student organizations within the school level Activity Funds using prescribed forms and procedures.
3. Coordinate all Student Activity Fund check requests for submission and processing to Central Office.

4. Maintain student fees, fines and other charges in the student accounting system.
5. Collect from the appropriate school-level departments and remit to Central Office, all district-related school event proceeds collected at the building level (registration, sporting events, etc.) using prescribed forms and procedures.
6. Run Student Activity Fund balance reports as requested.
7. Process school-level returned checks for (NSF, etc.).
8. Maintain all records required for the Student Activity Accounts and assist with the annual audit of the Student Activity Accounts.
9. Follow up with students and families with residence questions. This will typically come from returned mail to the buildings.
10. Distribute mail to staff mailboxes when necessary.
11. Cover the reception desk and/or attendance desk when necessary. During the summer months, cover the reception desk half of the day.
12. Assist with keeping cumulative files up to date.
13. Meet with students/parents to discuss fees/charges along with providing updated receipts/statements.
14. Perform other related duties as may be assigned from time to time.

Evaluation: Performance of the job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of educational support personnel.