

# ROCK ISLAND COUNTY REGIONAL OFFICE OF EDUCATION

Telephone  
309/736-1111

Tammy L. Muerhoff  
Regional Superintendent of Schools

Fax  
309/736-1127

## Bookkeeper Job Vacancy

### Part-Time (32 Hours/Week) Position 12 Months

#### **Description:**

- Process payroll on a bi-weekly basis.
- Deposit all grant funds received and file copies of information received.
- Prepare all quarterly and annual expenditure reports.
- Prepare all annual and monthly payroll reports including TRS, IMRF, Federal withholdings, and Illinois withholdings.
- Process receivables and payables.
- Process all deposits according to procedures.
- File timesheets, absence requests, payroll stubs, purchase orders and other pertinent documents.
- Assist with human resources duties such as new employee packets are accurate and paperwork for worker's compensation claims are complete.
- Other duties as assigned.

**Qualifications:** Minimum of Bachelor's Degree in accounting or related field preferred. Prior bookkeeping experience required. Detail oriented and goal focused with the ability to work independently and as a team member.

**Compensation:** \$25.00 per hour.

**Benefits:** 14 paid holidays per year. Fringe benefits including: Personal, vacation, and sick time.

Complete employment application at [www.riroe.com](http://www.riroe.com) and submit along with letter of application, resume, transcript(s), and three professional references to:

**Tammy L. Muerhoff**  
**Regional Superintendent of Schools**  
**Rock Island County Regional Office of Education**  
**3430 Avenue of the Cities, Moline, IL 61265**  
[Tammy.Muerhoff@riroe.com](mailto:Tammy.Muerhoff@riroe.com)