

TMCSEA

TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION

SCHRAMM EDUCATIONAL CENTER

300 CEDAR STREET, PEKIN, IL 61554-2576

ROGERS ACADEMY

109 ROGERS ROAD, NORTH PEKIN, IL 61554

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DHS/DRS TRANSITION SERVICES: 309/347-3532

E-Mail: tmcsea@tmcsea.org

Website: www.tmcsea.org



**"Equal Educational
Opportunities for All"**

KRISTINA D. NEVILLE, SUPERINTENDENT/DIRECTOR

VACANCY NOTICE

HUMAN RESOURCES & FINANCE ASSISTANT

TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION HAS AN OPENING FOR A FULL-TIME HUMAN RESOURCES & FINANCE ASSISTANT. COLLEGE DEGREE IN ACCOUNTING OR RELATED FIELD PREFERRED. QUALIFIED APPLICANTS MUST HAVE EXPERIENCE IN PAYROLL, ACCOUNTS PAYABLE, PERSONNEL AND INSURANCE. PROFICIENCY WITH MICROSOFT WORD, EXCEL, AND GOOGLE AS WELL AS EXCELLENT ORGANIZATION AND COMMUNICATION SKILLS. SALARY IS COMMENSURATE WITH EDUCATION AND EXPERIENCE. INTERESTED APPLICANTS SHOULD SEND THEIR RESUME, CREDENTIALS AND LETTER OF INTEREST TO:

**Kristina D. Neville, Superintendent/Director
TAZEWELL-MASON COUNTIES
SPECIAL EDUCATION ASSOCIATION**

300 Cedar Street

Pekin, IL 61554-2576

Phone: (309) 347-5164

Fax: (309) 346-0440

E-mail: kneville@tmcsea.org

Website: www.tmcsea.org

"An Equal Opportunity Employer"

Member School Districts; 50-District No. 50 Schools; 51-Central Grade School; 52-Washington Elementary Schools; 76-Creve Coeur Schools; 85-Robein School; 86-East Peoria Elementary Schools; 98-Rankin School; 102-North Pekin-Marquette Hts. Schools; 108-Pekin Public Schools; 137-South Pekin Grade School; 303-Pekin Community High School; 308-Washington Community High School; 309-East Peoria Community High School; 606-Spring Lake Community Consolidated; 701-Deer Creek-Mackinaw Community Unit; 702-Tremont Community Unit; 703-Delavan Community Unit; 709-Morton Community Unit; 126-Havana Community Unit; 189-Illini Central Community Unit; 191-Midwest Central Community Unit