

**Job Title: DIRECTOR OF FINANCE AND OPERATIONS**

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**Name:** Lyons Township School Treasurer's Office

**Address:** 22 Calendar Ave  
Suite D  
LaGrange, IL 60525

**Phone Number:** (708) 352-4480

**Fax Number:** (708) 352-4417

**County:** Cook

**Type of Employment:** Full-time

**Salary:** Based on qualifications and experiences

**Duties:** Job description available on website: [lyonstto.net](http://lyonstto.net)

**Qualifications:**

- A Bachelor's Degree from an accredited college or university.
- A certified public account degree from an accredited institution, master's degree or in progress towards preferred
- Successful experience in a school finance department or comparable setting required.
- Advanced proficiency in MS Excel
- Excellent analytical skills
- Clear communicator with ability to interact with senior leaders
- Superior organizational skills, must be detail oriented with ability to multitask
- A mature professional with excellent judgment, interpersonal skills and ability to work independently, as well as part of a team

**Experience:** Accounting, Banking, or Investments preferred

**Job Posting Date:** June 25, 2019

**Application Deadline:** July 05, 2019 or Until position is filled

**Start Date:** As Soon as Position is Filled

**How to Apply:** Electronically submit letter of interest and resume to Lauralee Kane, Human Resources and Office Manager: [lkane@lyonstto.net](mailto:lkane@lyonstto.net)

**Email for More Information:** [lkane@lyonstto.net](mailto:lkane@lyonstto.net)