

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

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**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 Microsoft 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 14, 2018**Application Deadline:** June 22, 2018 or Until position is filled**Start Date:** July 01, 2018**How to Apply:** Electronically submit letter of interest and resume to Lauralee Conway, Human Resources and Office Manager: lconway@lyonstto.net**Email for More Information:** lconway@lyonstto.net