

**Job Title:** **FINANCIAL SERVICES COORDINATOR**

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

**Address:** 6438 Joliet Road  
Unit 103  
Countryside, IL 60525

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

**Fax Number:** (708) 888-5651

**County:** Cook

**Type of Employment:** Full time: 8:00 a.m. – 4:30 p.m. Monday-Friday.

**Salary:** Dependent on experience and qualifications, plus benefits

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

- Qualifications:**
- Communicate and collaborate effectively on a team.
  - Familiarity with general accounting principles.
  - Exceptional sense of ethics, particularly when dealing with confidential/sensitive information.
  - Strong attention to detail and excellent organizational skills.
  - Ability to work independently.
  - Exhibit professionalism in appearance and demeanor.
  - Strong written and oral communication skills.
  - Computer literacy, including Microsoft applications.
  - Ability to multi-task and work under strict deadlines.
  - Display and promote positive relationships with other team members and member districts.
  - Strong customer service skills.

**Job Posting Date:** 05/01/2024

**Application Deadline:** Open until filled.

**Start Date:** To be determined.

**How to Apply:** LinkedIn ([www.linkedin.com/jobs/view/3907945120](https://www.linkedin.com/jobs/view/3907945120))  
or Electronically submit resume to Kenneth T. Getty at: [kgetty@lyonstto.net](mailto:kgetty@lyonstto.net)

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