



Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Executive Secretary/Bookkeeper (DK-070219-01)

Location: Marion, Illinois

Salary: TBD

Job Description

Employer in Marion is seeking candidates for an Executive Secretary/Bookkeeper position. This position is full-time, working 8:00 a.m. to 5:00 p.m., Monday through Saturday. Job duties include:

1. Managing (3) checkbooks
2. Paying bills
3. Receiving payments and posting them
4. Writing checks on a trust account for clients
5. Balancing bank statements
6. Running financial reports monthly, quarterly, and yearly
7. Processing payroll
8. Performing some human resources functions
9. Paying payroll taxes with paydays and quarterly
10. Handling any appointments in regards to building maintenance, marketing, insurance, etc.
11. Having general computer knowledge regarding fixing crashed programs, calling the company that maintains the program to fix issues we cannot resolve, and having them help step through any resolutions.
12. Having general computer knowledge regarding how to help when unfamiliar with how to do something within a program.
13. Managing the renewals of professional dues, liability insurance, owner insurance on the buildings, etc.
14. Paying property taxes each year.
15. Calling the company to come and repair printers when they go down.
16. Filing

Requirements

High School Diploma or GED is required. Candidate will also be expected to pass a background check.

How to Apply

This employment opportunity is available at no cost to you! To apply for this position, please attend one of our informational sessions, held every day at 9:00 a.m. (Monday through Friday) at the One-Stop Business & Employment/American Job Center, 3000 West De Young St., Suite 800-B, Marion, Illinois, 62959.

If you are unable to attend an informational session, please submit a cover letter and resume (if you have one) to jobs@mantracon.org with "Executive Secretary/Bookkeeper (DK-070219-01)" in the subject line.

**Man-Tra-Con Corporation is a partner of the American Job/
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