



**Job Title: Building/Grounds Laborer**

Agency: State Police

Closing Date/Time: Tue. 09/15/15 5:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042

Bid ID#: 21-31-ISP15-044

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires elementary knowledge of the use and care of janitorial cleaning equipment (e.g., buffing machine, mop, broom). Requires elementary knowledge of grounds maintenance equipment (e.g., tractor lawn mower, string trimmer, and shovel) use and maintenance. Requires elementary knowledge of grounds/building maintenance and building cleaning methods. Requires ability to follow simple oral and written instructions. Requires possession of an appropriate valid driver's license. Requires ability to perform all physical and technical tasks associated with the duties and responsibilities of this position.

**Work Hours & Location/Agency Contact:**

WORK HOURS: 8:30 a.m. – 5:00 p.m., Monday through Friday

**WORK LOCATION:** Illinois State Police

Forensic Science Center at Chicago

1941 W. Roosevelt Road

Chicago, IL 60608

**AGENCY CONTACT:** Lloyd Peterson

Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277, Springfield, IL 62794-9277

Phone: (217) 557-6015

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Office Clerk - Opt SS1**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: B-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to speak, write, and read Spanish.

**Work Hours & Location/Agency Contact:**

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD  
100 South Grand Avenue East, 3rd floor  
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option SS1 - Spanish Speaking/General**

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**Job Title: Rehabilitation Case Coordinator I - Opt MC**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,001.00 - \$3,783.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10 41 RCC I OPT MC

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm

Varies Statewide in the Div. of Rehabilitation Services

Contact: Bureau of Employee Services

100 S. Grand Ave. East, 3rd Floor

Springfield, IL 62762

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option MC - Manual Communicatn Skill

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## **TEAM MEMBER**

Burger King

## **RESPONSIBILITIES**

Greets guests with a smile, receives orders, processes payments, and responds appropriately to customer issues  
Operates cash register or point of sale devices, as needed, and uses value-added suggestive-selling techniques to generate additional sales opportunities  
Verifies the accuracy of guests' orders  
Prepares and packages food and drink products  
Cleans kitchen area, counters, food preparation areas, and utensils  
Cleans dining room, restrooms and exterior grounds  
Maintains health and safety standards in work areas  
Unloads and stocks inventory items as needed  
Performs duties at multiple workstations (e.g., front counter, Drive-Thru, prep boards, expediter, etc.)  
Prompt and regular attendance on assigned shifts  
Follows BURGER KING® uniform and grooming standards and policies  
Works to resolve issues that may arise in the restaurant  
Learns team effectiveness skills; works with others to achieve team goals  
Responds to guests' needs in a professional and polite manner  
Communicates in a positive manner with customers, peers, and managers

## **QUALIFICATIONS:**

Must be at least sixteen (16) years of age\*  
Willing to accomplish all restaurant tasks  
Comfortable working in a fast paced environment  
Ability to interact productively with co-workers and function well in a team environment  
Ability to resolve consumer issues with tact  
\*Age may vary depending on state.

Note that the responsibilities and qualifications listed above are for positions at restaurants owned or operated by Burger King Corporation. Job descriptions, compensation, benefits and other employment terms and conditions applicable to positions at independent franchised BURGER KING® Restaurants will vary and are determined solely by the Franchisee.

Apply online at <https://www.bk.com/careers/opportunities>

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### **Field Service Technician**

Job ID: 15005688

Primary Location: Northbrook, IL

Pay: Negotiable

Status: Full Time/ Permanent

Schedule/ Hours: Monday - Friday / 7:00 AM till workload is completed

#### Required Experience:

- A high school diploma, GED, or equivalent experience
- Previous experience working with Point Of Use equipment and/ or Office Coffee brewer equipment, and or other related product lines is preferred
- Prior HVAC experience, plumbing experience, water filtration, and/or auto mechanical technical experience is strongly preferred but not required
- Motor Vehicle Record - in the last 3 years only 1 license, no driving-related suspension, revocation or cancellation, no disqualifying offenses, no more than 2 moving violations and no reckless driving incidents
- Motor Vehicle Record (last 7 years) - no major driving offenses including DUI/DWI, reckless driving, refusal to test, leaving the scene, driving a commercial vehicle without a CDL, or at-fault fatal incident
- Conditional offer requirements for this role include an extensive criminal background check and pre-employment drug screen

#### Required Skills:

- Must be an articulate verbal communicator
- Must possess strong organizational skills and a customer centric focus
- Must display a high degree of initiative combined with a commitment to high quality work standards
- Must be technically inclined and detail oriented
- Must be able to work both independently and as part of a team

The Nestle companies are equal opportunity and affirmative action employers and are looking for diversity in candidates for employment: Minority/Female/Disabled/Protected Veteran

Apply online at <http://nestlewaterscareers.com/illinois/supply-chain/jobid8085909-field-service-technician-jobs>

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Route Sales Delivery Driver

Job ID: 15006377

Primary Location: Chicago, IL

Compensation:

\$16.48 per hour (overtime eligibility)

Schedule/ Hours: Monday through Friday + occasional Saturdays (approximately 1 per month) 6am start time until the daily delivery workload is completed

Successful Candidates Will Possess:

A safety focused mindset when executing a physical work day

The ability to repeatedly lift and carry up to 45 pounds safely on average 200 times per day

An interest in a career that involves working in all types of weather elements to complete deliveries

An attitude that lets the customer know that both customer service and safe work practices are #1 priority

The ability to effectively interact with others, be a team player, and solve conflict effectively while having strong verbal communication skill

Required Qualifications include:

High School diploma, GED, or equivalent work experience

Ability to secure and maintain a CDL Class B license with the proper endorsements

Preferred Qualifications:

At least 6 months to 1 year of work experience in a delivery driving role

Work history involving outdoor and/or physical labor work

Relatable delivery or merchandising work history, and/or prior sales or customer service experience

Motor Vehicle Record Requirements (firm):

Motor Vehicle Report: no more than 2 moving violations in the last 3 years

Motor Vehicle Report: (last 7 years) displaying no major driving offenses including DUI/DWI, reckless driving, refusal to test, leaving the scene of an accident, driving a commercial vehicle without a CDL, or at-fault fatal incident

Must be 21 years of age or older (DOT requirement)

The Nestle companies are equal opportunity and affirmative action employers and are looking for diversity in candidates for employment: Minority/Female/Disabled/Protected Veteran

Apply online at <http://nestlewaterscareers.com/chicago/delivery-driver/jobid8236607-route-sales-delivery-driver-jobs>

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## **Route Operations Leadership**

Job ID: 15006649

Primary Location: Woodridge, IL

The Route Sales/Operations Leadership role works collaboratively with peers and other Zone Leaders to deliver exceptional customer service; ensure a safe and ethical business environment; achieve employee retention and engagement; and deliver targeted business results. It also plays a critical role in team leadership; creating employee commitment to NWN's Aspirations and Beliefs; and building teamwork. The Sales/Operation Leader leverages the support of the Zone Service Leaders and Route to ensure effective work planning and execution. The role also establishes the expectations for individual and team performance via the merit review and score-carding process and demonstrating adherence to company policies and procedures.

Leadership span of control is generally 12-18 direct reports. In remote locations span may be less and responsibilities broader in nature. The Route Sales/Operation Leadership role reports directly to the Zone Operations Manager. #LI-JH1

- Alignment and commitment to NWN's Aspirations & Beliefs (core values)
- Capacity, confidence and influence in leading individual & team goal attainment
- Previous internal experience to include Route Sales and leadership roles
- External experience in front-line leadership, sales, or route sales roles
- Previous direct sales [B2B] is desired, capability to teach selling skills is required
- Written & verbal communication skills, ability to set clear expectations with direct reports
- Ability to create accountability in direct reports, through quantitative and qualitative goal attainment
- Able to provide training & development to direct reports, coach performance
- Competent in Performance Feedback processes [verbal/written documentation] & delivery
- Ability to analyze data to evaluate and coach team members towards performance improvement
- Capacity to organize workflow, define activities and meet commitments
- Passion to coach direct reports via daily interaction and work-with's on-route [target 3 per week]
- Team player, collaborative leader, and problem solver
- Possesses exceptional work ethic, energy, and drive
- High school required, college degree preferred

Equal Opportunity Employer M/F/D/A/V

The Nestle companies are equal opportunity and affirmative action employers and are looking for diversity in candidates for employment: Minority/Female/Disabled/Protected Veteran

Apply online at <http://nestlewaterscareers.com/illinois/delivery-driver/jobid8291093-route-operations-leadership-jobs>

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## **Career Fair for Route Sales Delivery Drivers September 18**

Job ID: 15006047

Primary Location: Woodridge, IL

Career Fair Event- Woodridge, IL

Walk-in's are highly encouraged to attend!! Interview face to face with a manager!! Dress for an interview (no jeans or sneakers) and bring 2-3 copies of an updated resume!!

*Please join us for this event located at the following address:*

*10335 Argonne Woods Dr. Suite 200, Woodridge, IL 60517*

*Event Hours: Conducting open interviews Friday September 18, 2015 from 8 AM-3 PM*

*Compensation: \$13.81-16.48 depending on experience, overtime pay also.*

Schedule/ Hours: Monday through Friday + occasional Saturdays (approximately 1 per month) OR Tuesday through Saturday schedule.

6:30am start time until the daily delivery workload is completed

Required Qualifications include:

High School diploma, GED, or equivalent work experience

Ability to secure and maintain a CDL Class B license with the proper endorsements

Preferred Qualifications: At least 6 months to 1 year of work experience in a delivery driving role. Work history involving outdoor and/or physical labor work  
Relatable delivery or merchandising work history, and/or prior sales or customer service experience

Motor Vehicle Record Requirements (firm):

Motor Vehicle Report: no more than 2 moving violations in the last 3 years

Motor Vehicle Report: (last 7 years) displaying no major driving offenses including DUI/DWI, reckless driving, refusal to test, leaving the scene of an accident, driving a commercial vehicle without a CDL, or at-fault fatal incident

Must be 21 years of age or older (DOT requirement)

The Nestle companies are equal opportunity and affirmative action employers and are looking for diversity in candidates for employment: Minority/Female/Disabled/Protected Veteran

Apply online at <http://nestlewaterscareers.com/illinois/delivery-driver/jobid8182970-career-fair-for-route-sales-delivery-drivers-september-18-jobs>

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### **Admissions Registrar**

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#### Description:

The Admitting Registrar processes all patients that enter the Hospital for all services. This task consists of interviewing the patient and/or family member(s). The Registrar will also obtain the patient's demographic and financial information and enter this information accurately into the Hospital's computer system.

EOE

"A Tradition of Caring" since 1904.

#### Requirements:

High school diploma or GED

Medical terminology and/or coding certificate

Type 45 wpm

Minimum of 2 years of admission registrar experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail: Human Resources Department

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## **Budget & Reimbursement Analyst**

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Description:

The Budget & Reimbursement Analyst performs a variety of financial and statistical functions in order to support the fiscal operations of the hospital.

S/he compiles data and information for the Federal and State Cost Reports, including statistics, settlement data and bad debts. S/he helps to prepare schedules for outside auditors for the year-end financial audit.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Accounting or related field

Minimum of three (3) year of accounting experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

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### **Clinical Dietitian**

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#### Description:

Assess the patients' nutritional status for maintenance or intervention. Coordinates, plans, and counsels patients and their families in nutritional principals, food plans, and patterns of food selection that are tailored to the individual's lifestyle. Develops patient educational material for distribution. Conducts meal rounds at meal time to assess acceptance of meals and to handle any problems with the meal service.

Full Time – 8 a.m.-4 p.m. Required to work every other weekend

EOE

"A Tradition of Caring" since 1904.

#### Requirements:

Bachelor's degree in Nutrition or related field.

Registered and Licensed Illinois Dietitian.

Minimum 2 year hospital dietitian experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Cook

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Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

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## Custodian

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### Description:

The Custodian 1 is responsible for cleanliness and sanitation of assigned areas. S/he is responsible for the care and maintenance of equipment, furniture and fixtures.

S/he performs routine cleaning tasks of repetitive nature following established schedules and using prescribed methods. The Custodian 1 works semi-independently under limited supervision.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

High School diploma or GED or combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position.

Minimum of 2 years of hospital custodial experience is required.

Excellent verbal and interpersonal skills are essential.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

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## Dental Clinic Front Desk Coordinator

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary. The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Email: [employment@stbh.org](mailto:employment@stbh.org)

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## Food Service Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

Responsibilities include cleaning stations, work areas, and equipment daily.

Prepare food items required for next day. Pass, collect, and scrap food trays.

Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

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## Security Officer

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### Description:

Inspect, monitor, control and patrol work sites.

Continuously monitor environment for hazards and safety conditions.

Maintain visitor control log in accordance with hospital regulations. Assist medical personnel.

Protect hospital employees and assets, as needed.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

(Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## **Front Office Manager - Courtyard (15001CPG)**

Marriott Chicago, IL 9/8/2015

### Job Description

#### Front Office Manager

Education and Experience • High school diploma or GED; 4 years experience in the guest services, front desk, or related professional area.

OR

- 2-year degree from an accredited university in Hotel and Restaurant Management, Hospitality, Business Administration or related major; 1 year experience in the guest services, front desk, or related professional area in a management position.
- Maintaining Guest Services and Front Desk Goals • Achieves and exceeds goals including performance goals, budget goals, team goals, etc. • Manages day-to-day operations, ensuring the quality, standards and meeting the expectations of the customers on a daily basis. • Develops specific goals and plans to prioritize, organize, and accomplish your work. • Keeps Front Office team focused on the critical components of operations to drive guest satisfaction and the desired financial results. • Conducts department meetings and continually communicates a clear and consistent message regarding the Front Office goals to produce desired results. • Reviews staffing levels to ensure that guest service, operational needs and financial objectives are met.
- Understands the impact of Front Office operations on the Rooms area and overall property financial goals. • Manages department controllable expenses to achieve or exceed budgeted goals.

#### Additional Responsibilities

- Provides information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Analyzes information and evaluating results to choose the best solution and solve problems. • Informs and/or updates the executives, the peers and the subordinates on relevant information in a timely manner.
- Identifies and analyzes Front Office operational challenges and facilitates the development of solutions to prevent recurrence.

To submit your application for this job, please go to:

<https://marriott.taleo.net/careersection/2/jobsearch.ftl?lang=en>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
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## **ACCOUNTING SPECIALIST**

### **RESPONSIBILITIES:**

Prepare forecasts and budget for the assigned areas.  
Assist in the company wide close process to meet established timelines and ensure timely reporting.  
Prepare monthly journal entries, maintain cost allocation spreadsheets, and update as appropriate. Assist in the preparation of monthly financials.  
Present the financials and forecasts to VPs on a monthly basis  
Assist in external audits  
Prepare billings for the assigned programs.  
Assist developing departmental procedures and improvement of financial policies and procedures to improve analysis and reporting capabilities.  
Use allocation spreadsheets and trial balances to update the forecasts for the assigned programs.  
Review general ledger activity for accuracy and necessary reclassifications.  
Bank reconciliations of operating accounts  
Prepare assets and liabilities accounts reconciliations.  
Assist in preparing journal entries for monthly close.  
Analyze results of financial statements and significant variances to budget and forecast for the assigned program(s)  
Oversee/Process accounts payable, accounts receivable and daily cash when necessary.  
Clearing out outstanding checks over 3 months old  
Maintaining accurate AP and AR Aging reports  
Complete any special projects as assigned.

### **QUALIFICATIONS:**

Bachelor's Degree in Accounting; Advanced Degree or CPA preferred.  
Proficiency with GP accounting software including generating & designing reports and general ledger maintenance. Proficiency in payroll software systems.  
Must have excellent analytical skills, effective communication and presentation skills.  
Must be computer literate and proficient in use of word and computerized excel spreadsheets. Must be a self-starter, project orientated and a problem solver with strong system and problem solving skills

TO APPLY: Please submit resume, cover letter and salary history to:  
[careers@nationalable.org](mailto:careers@nationalable.org)

NOTE: BE SURE TO NAME THIS SPECIFIC POSITION IN THE SUBJECT LINE OF YOUR EMAIL

EEOE M/F/D/V

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## **PART-TIME TESTING ADMINISTRATOR**

### **DUTIES:**

Checks in examinees, verifies identification, and explains the exam process  
Monitors examinees while testing. Maintains a secure testing environment  
Understands and complies with all testing procedures. Communicates with internal departments and/or testing organization to investigate and fix technical issues. Strictly adheres to company policies using careful judgment. Responsible for insuring testing rooms are clean and orderly. Other duties as assigned

### **QUALIFICATIONS:**

High school diploma or equivalent  
Minimum of 1 year customer service experience required  
Outstanding communication and organizational skills are a must  
Demonstrated proficiency with Microsoft Office (Word, Excel and Outlook).  
Strong customer service skills and high attention to detail.  
Must be able to operate in and insure quiet testing environment.  
Prior test administration experience specifically with PearsonVue or Prometric certification exams highly desirable.  
Must be able to work at least 24 hours on three days per week, Monday – Friday, between 8:30 a.m. and 4:30 p.m.; flexibility regarding which days/hours will be worked each week is required.  
Must be able to work more than 24 hours per week when necessary  
Selected candidate will be required to meet all PearsonVue qualifications to become a certified test administrator.

### **PHYSICAL REQUIREMENTS:**

Must possess requisite motor skills (e.g., stand, walk, bend, reach, etc.) to perform light housekeeping duties (e.g., vacuuming, sanitizing keyboards, office trash, etc.  
Must be to and occasionally lift/carry up to 20 lbs. work independently.  
Must be able to understand and respond to communications to assist examinees.

**SALARY: \$13.00 PER HOUR**

**TO APPLY:** Please submit resume, cover letter and salary history to:

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### **COMPTIA AND CISCO INSTRUCTOR - PART TIME CONTRACT POSITION**

Our rapidly growing IT Career Lab (ITCL) seeks a dynamic instructor with a track record of success to teach various Comptia and Cisco certification courses for its educational division, IT Career Lab. Course options include: Comptia A+, Comptia Network +, Cisco CCENT, Cisco CCNA, Cisco CCNA Security. Incumbent will possess experience in curriculum development, methodology, content, and delivery of interactive, facilitation-based training utilizing multiple teaching platforms including classroom, web based platform, hands-on, and self-directed instruction.

#### **REQUIREMENTS:**

Minimum 2 years previous experience in course development, instruction, delivery and facilitation of training for adult learners

Technical training experience, technical certification and proven track record in presenting technical information to diverse audiences.

Instructor certifications required. Course options include: Comptia A+, Comptia Network +, Cisco CCENT, Cisco CCNA, Cisco CCNA Security.

Must demonstrate prior success with high student passage rates for certification exams.

Previous experience facilitating blended learning training models (i.e. classroom, web based instructor lead; web based self- directed);

Excellent verbal and written communication skills;

Polished, professional presentation abilities;

Strong interpersonal abilities – must demonstrate active listening and build rapport with diverse learners;

High creativity and flexibility;

Self-starter who can work and make decisions with minimal supervision;

Must be able to prioritize and manage multiple tasks with consistent reliable follow-through.

Compensation: Hourly Rate-based on experience

Hours: 15-25 hrs. per week

TO APPLY: Please submit resume, cover letter and salary history to:

[careers@nationalable.org](mailto:careers@nationalable.org)

NOTE: BE SURE TO NAME THIS SPECIFIC POSITION IN THE SUBJECT LINE OF YOUR EMAIL

EOE AA M/F/Vet/Disability

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