



STATE OF ILLINOIS
COMPTROLLER
SUSANA A. MENDOZA

**CAREER OPPORTUNITY
NOTICE OF VACANT POSITION**

Position Title: Accounting Professional (2 positions)
Department: Budget & Payroll
Section: Payroll

Full-Time
Salary: \$35,000-\$60,000
Union: Teamsters Local 916
Posting Number: 17-039

Description on Duties/Essential Functions:

Under general supervision of the Director of Budget and Payroll, assists in planning, preparing, auditing, verifying and balancing Comptroller, General Assembly, Court Reporters and State Officers' payroll; prepares reports; assists with implementing and monitoring operating procedures; provides recommendations to Director on changes within the Division.

This position is covered by the Teamsters Local 916 collective bargaining agreement.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four (4) years college, with course work in business administration, accounting, statistics, finance, or economics; Requires two (2) years of professional experience in accounting, auditing, budgetary planning and control or public accounting in a public or business organization; or any equivalent combination of the above training and experience may be acceptable.

Work Location:

Illinois Office of the Comptroller
325 West Adams Street
Springfield, IL 62704

How to Apply:

Applications can be found on the Comptroller's website, <http://illinoiscomptroller.gov/employment/> or by visiting the Office of the Comptroller, Office of Human Resources, 325 West Adams, Springfield, IL 62704.

The Accounting Professional position title does not require a written examination. Applicants must meet the minimum qualifications and will be graded based on training, education and experience.

Applicants must submit the **Comptroller's application** by the closing date of this posting in order to be considered for this position. A detailed resume may also be attached. Complete applications should be submitted to:

Office of Human Resources
IL Office of the Comptroller
325 West Adams,
Springfield, IL 62704

Last date to apply: November 27, 2017

The Illinois Office of the Comptroller is an Equal Opportunity Employer.