



**SUSANA A. MENDOZA**  
ILLINOIS STATE COMPTROLLER

**CAREER OPPORTUNITY  
NOTICE OF VACANT POSITION**

**Position Title: Public Service Administrator (CPA Required)**  
**Division: Chicago Operations**  
**Department: Local Government**

**Full-Time**  
**Salary: Negotiable up to \$91,000**  
**Union: Non Union / Merit Comp**  
**Posting Number: 21-041**

**Description on Duties/Essential Functions:**

Under administrative direction of the Director of Local Government, serves as a Liaison to external CPA firms and local government units including counties, municipalities, towns, villages and various local governments of the State of Illinois; assists in examining, analyzing, reviewing and verifying information reported by local government entities to ensure compliance with State statutes and conformity with generally accepted accounting principles; provides budget reviews, technical assistance, regional training and other consulting services as necessary to improve local government fiscal health.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four (4) years of college preferably with coursework in accounting or finance, economics, business management, public or business administration, political science or related degree; and three (3) years of progressively responsible administrative experience in a public or private organization with experience in professional government accounting and/or auditing or any equivalent combination of training and experience. Experience with data analytics and directly related experience with state government accounting and/or auditing is preferred.

**Requires valid designation as a Certified Public Accountant.**

**Requires the ability to travel.**

**Work Location:**

Illinois Office of Comptroller  
Chicago, IL 60601

**How to Apply:**

Submit a completed Illinois Office of Comptroller application, proof of valid designation as a CPA, along with copies of college transcripts, to the Office of Human Resources, Attn: Madeline Small, by the closing date. Applications can be found on Illinois State Comptroller Susana A. Mendoza's website, <http://illinoiscomptroller.gov/employment/>. (No other applications, including the "CMS100" will be accepted.)

Complete applications (a detailed resume may also be attached) should be submitted to:

**IL Office of Comptroller**

[Incoming@Illinoiscomptroller.gov](mailto:Incoming@Illinoiscomptroller.gov)

**Office of Human Resources**

**325 West Adams**

**Springfield, IL 62704**

**Last date to apply: Continuous Posting**

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