



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

CAREER OPPORTUNITY
NOTICE OF VACANT POSITION

Position Title: Accounting Professional
Division: Budget and Payroll
Section: Payroll

Full-Time
Salary: \$44,448 - \$64,602
Union: Teamsters 916
Posting Number: 22-043

Description on Duties/Essential Functions:

Under general supervision of the Public Service Administrator of Payroll, assists in preparing, verifying and balancing Comptroller, General Assembly, Court Reporters and State Officers' payroll; prepares reports. Maintains payroll and insurance documents for state employees; makes changes on the Office of Comptroller Payroll System to individual pay records signifying appointments, separations, or changes; maintains, verifies, balances payrolls on a semi-monthly, monthly and quarterly basis; makes changes on the Group Insurance Information System (MyBenefits) for group insurance information.

Education and Experience:

Requires knowledge, skill and mental development equivalent to the completion of four (4) years of college with two (2) years of professional accounting experience or any equivalent combination of these requirements may be acceptable.

Work Location:

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

How to Apply:

Applicants must submit the [Illinois State Comptroller's application](#) with copies of college transcripts by the closing date of this posting in order to be considered for this position. A detailed resume may also be attached but should not substitute for any part of the application. The Accounting Professional position title does not require a written examination.

Illinois Office of Comptroller applications can be found on the State of Illinois Comptroller Susana A. Mendoza website, <http://illinoiscomptroller.gov/employment/>. No other application, including the CMS100, will be accepted when applying for IOC positions.

Complete applications should be submitted to:

Human Resources
Incoming@illinoiscomptroller.gov
IL Office of Comptroller
325 West Adams,
Springfield, IL 62704

Last date to apply: December 8, 2022

The Illinois Office of Comptroller is an Equal Opportunity Employer.