



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

CAREER OPPORTUNITY
NOTICE OF VACANT POSITION

Position Title: Office Associate
Division: State Accounting
Section: Voucher Control

Full-Time
Salary: \$37,000 - \$53,777
Union: IFT/916
Posting Number: 23-004

Description on Duties/Essential Functions:

Under direct supervision, performs a variety of difficult and non-routine tasks such as voucher research and agency contact with vendor or agency inquiries; prepares and verifies vouchers, process voucher files, opens and distributes mail, maintains records and other miscellaneous clerical activities.

This position is covered by the IFT/Teamsters collective bargaining agreement.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office methods and procedures; ability to use mainframe and computer programs; ability to operate commonly used manual and automated office equipment and perform routine maintenance; ability to follow oral and written instructions; skill to accurately keyboard; and ability to maintain satisfactory working relationships with other employees and the general public.

Work Location:

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

How to Apply:

To apply for this position, applicants must submit the Comptroller's application, and any applicable grade notice by the closing date of this posting in order to be considered for this position.

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:

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

Last date to apply: February 24, 2023

The Illinois Office of Comptroller is an Equal Opportunity Employer.