



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

**CAREER OPPORTUNITY
NOTICE OF VACANT POSITION**

Position Title: Public Service Administrator – CPA Required
Division: Operations
Department: Financial Reporting & Bonds

Full-Time: Monday - Friday
Salary: \$55,000-\$90,000
Union: Non-Bargaining/Merit Compensation
Posting Number: 23-024

Description on Duties/Essential Functions:

Under general direction, performs professional accounting duties in the support of the Financial Reporting Department; assists with implementation and maintenance of report compilation systems for the Annual Comprehensive Financial Report (ACFR), researches and develops footnotes and schedules for the ACFR; responsible for reviewing and assisting external agencies with completing and submitting accurate GAAP packages and prepares internal GAAP packages; serves as a liaison to internal offices and other state agencies; consults with outside agency personnel and provides training on various SAMS/GAAP accounting procedures; assists in the collection and review of quarterly report submissions by outside agencies; may serve as a supervisor to subordinate staff as may be assigned.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four (4) years college, with course work in accounting, finance, economics, and/or public or business administration. Requires three (3) years of professional experience in governmental accounting including experience with the preparation of GAAP packages, financial statements, footnotes or other financial reports; requires the ability to communicate daily with other state agency representatives and requires the ability to conduct training; requires proficiency in basic web applications and ability to use Microsoft Office Word, Excel, Power Point, and Adobe.

Specific Licensure:

Must possess a valid license as a Certified Public Accountant or a registered CPA.

Work Location/Hours:

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

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 address listed below by the closing date. Applications can be found on Illinois State Comptroller Susana A. Mendoza's website, <http://illinoiscomptroller.gov/employment/>.

A detailed resume may be included but should not replace the application.

No other applications, including the "CMS100" will be accepted. Completed and *signed* applications should be mailed or emailed to:

IL Office of Comptroller
Office of Human Resources
incoming@Illinoiscomptroller.gov
325 West Adams
Springfield, IL 62704

Last date to apply: continuous

The Illinois Office of Comptroller is an Equal Opportunity Employer.