



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

**CAREER OPPORTUNITY
NOTICE OF VACANT POSITION**

Position Title: Program Manager
Division: Operations
Department: Financial Reporting & Bonds

Full-Time: Monday - Friday
Salary: \$45,000-65,000
Union: Exempt Appointment
Posting Number: 23-025

Description on Duties/Essential Functions:

Under general direction, performs a wide variety of sensitive and/or confidential duties in support of the Financial Reporting Department; assists with implementation and maintenance of highly confidential reports and report compilation systems for the Annual Comprehensive Financial Report (ACFR), provides research to develop footnotes and schedules for the ACFR; provides guidance and assistance to external agencies with completing and submitting GAAP packages in accordance with rules and regulations; assists with preparing internal GAAP packages; serves as a confidential 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.

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, along with a plan to become a Licensed or Registered CPA. Requires the ability to conduct training; requires proficiency in basic web applications and ability to use Microsoft Office Word, Excel, Power Point, Access and Adobe.

Knowledge of state accounting, financial reporting and GAAP packages is of added benefit.

Work Location/Hours:

Illinois Office of Comptroller
325 West Adams
Springfield, IL 62704

How to Apply:

Submit a completed [State of Illinois Comptroller application](#), along with copies of college transcripts, to the address listed below by the posting 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:

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

Last date to apply: continuous

The Illinois Office of Comptroller is an Equal Opportunity Employer.