



**SUSANA A. MENDOZA**  
ILLINOIS STATE COMPTROLLER

**CAREER OPPORTUNITY**  
**NOTICE OF VACANT POSITION**

**Position Title: Office Associate, Option 1**  
**Department: State Accounting**  
**Section: Voucher Control**  
**Unit: Pre-Audit**

**Full-Time**  
**Salary: \$37,000-\$53,777**  
**Union: B-2 Teamsters/IFT**  
**Posting Number: 20-020**

**Description on Duties/Essential Functions:** Under direction of the Public Service Administrator processes commercial voucher files; notifies agency of detected problems; maintains documentation of paper voucher distribution; scans voucher signature forms; opens mail; runs vouchers; assists in answering telephone inquiries; serves as backup for distributing paperless vouchers, processing voucher delete reports, and filing paper vouchers. The selected candidate for this position may be detailed as needed to perform IFT/Teamsters bargaining unit work in other units within State Accounting.

*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 working knowledge of office methods and procedures; ability to use computer programs; ability to operate commonly used manual and automated office equipment and perform routine maintenance; ability to follow oral and written instructions; 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 for this position:**

Submit your qualifying grade notice along with a completed **State of Illinois Comptroller application** to the address or email listed below by the posting closing date. Applications can be found on Illinois State Comptroller Susana A. Mendoza's website, <http://illinoiscomptroller.gov/employment/>. ***No other application, including the "CMS100," will be accepted.***

Complete and signed applications, with applicable grade notice, (a detailed resume may also be attached) may be mailed or emailed to:

**Michele Cusumano**

[Michele.Cusumano@IllinoisComptroller.gov](mailto:Michele.Cusumano@IllinoisComptroller.gov)

**Office of Human Resources**

**IL Office of Comptroller**

**325 West Adams,**

**Springfield, IL 62704**

**Last date to apply: July 10, 2020**

The Illinois Office of Comptroller is an Equal Opportunity Employer.