



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: 20-022

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:

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
Office of Human Resources
IL Office of Comptroller
325 West Adams,
Springfield, IL 62704

Last date to apply: August 4, 2020

The Illinois Office of Comptroller is an Equal Opportunity Employer.