

Account Technician I
Office of the Clerk of the Illinois House of Representatives

The Office of the Clerk is seeking an individual to fill the position of Account Technician I. This position will be located in Springfield, Illinois.

The primary responsibilities of this position include:

- Processing and maintaining district office allotment vouchers for payment;
- Processing and maintaining travel vouchers for district offices and the Clerk's office;
- Maintaining and distributing recap sheets for each member's district office allotment;
- Communicating regularly with district office staff and assisting with inquiries;
- Maintaining and recording signature authorization and revocation cards;
- Maintaining and storing fiscal records in an organized manner;
- Working cooperatively with office staff to complete general office duties; and
- Other tasks as assigned.

Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- Strong knowledge of Microsoft Word, Outlook, and Excel; and
- Excellent verbal and written communication skills.

Salary Range:

- \$35,000 minimum; compensation based on experience and education;
- Health, dental, vision, prescription, behavioral health, and life insurance, for details visit: <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>
- Participation in State Employees' Retirement System;
- Optional participation in health savings account and deferred compensation programs;
- Competitive vacation, sick, and personal time.

Qualified applicants should submit a resume and contact information for three professional references to:

Nancy Daugherty
Illinois House of Representatives
Room 403 Stratton Building
Springfield, IL 62706
NancyD@ilga.gov

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