

**Fiscal Officer**  
**Office of the Clerk of the Illinois House of Representatives**

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

The primary responsibilities of this position include:

- Supervising an office of four to six employees;
- Coordinating budgetary planning and financial accounts of the Clerk's Office;
- Maintaining all records and files in an orderly fashion for quick access;
- Reviewing all invoices and vouchers for compliance with procedures;
- Preparing and entering payroll for the Clerk's Office;
- Balancing and reconciling monthly appropriation reports with the Comptroller;
- Reviewing and finalizing contracts to ensure they are properly filed;
- Reviewing and updating procedures for successful audit compliance;
- Participating in training sessions concerning payroll, insurance, and benefits;
- Preparing routine correspondence related to fiscal matters and deadlines;
- Working as a liaison to various other State offices to coordinate personnel transactions;
- Ensuring staff are following the office's personnel rules and regulations; and
- Other tasks as assigned.

Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- One-year prior work in the Illinois General Assembly strongly preferred;
- Accounting background preferred;
- Strong organizational skills to meet stringent deadlines;
- Strong knowledge of Microsoft Word, Outlook, and Excel; and
- Excellent verbal and written communication skills.

Salary Range:

- \$70,000 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:

John Hollman  
Illinois House of Representatives  
Office of the Clerk  
Room 420 Statehouse  
Springfield, IL 62706  
[JohnH@ilga.gov](mailto:JohnH@ilga.gov)

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