



Account Technician

OFFICE OF THE SPEAKER ILLINOIS HOUSE OF REPRESENTATIVES

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

RESPONSIBILITIES:

- Processing and maintaining vouchers for payment;
- Maintaining and storing fiscal records in an organized manner;
- Acting as office Purchasing Officer;
- Acting as office Time Entry System coordinator;
- Working cooperatively with Fiscal Officer to complete general office duties; and
- Other tasks as assigned by the Fiscal Officer.

REQUIRED QUALIFICATIONS:

- Bachelor's degree, preferably in an accounting or finance related field;;
- Strong organizational skills to meet stringent deadlines;
- Strong knowledge of Microsoft Word, Outlook, and Excel; and
- Excellent verbal and written communication skills.

COMPENSATION:

- \$50,000 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:**

Henry Harms
Illinois House of Representatives
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Springfield, IL 62706
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