

NOW HIRING

Deputy 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 Deputy Fiscal Officer. This position will be located in Springfield, Illinois.

The essential functions of this position include:

- Assisting the Fiscal Officer in supervising fiscal office staff and daily workflow;
- Supporting the preparation, monitoring, and reconciliation of office budgets and appropriations;
- Assisting in Maintaining all records and files in an orderly fashion for quick access;
- Reviewing all invoices and vouchers for compliance with SAMS Manual procedures;
- Helping facilitate DocuSign workflows;
- Preparing and entering payroll for the Clerk's Office;
- Balancing and reconciling monthly appropriation reports with the Comptroller;
- Reviewing contracts to ensure they are properly filed;
- Working with auditors to produce files for a successful audit compliance;
- Participating in training sessions concerning payroll, insurance, and benefits;
- Preparing correspondence, reports, and fiscal summaries as requested by the Fiscal Officer;
- Other tasks as assigned.

Compensation & Benefits:

- \$75,000 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.

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.

The Office of the Clerk of the Illinois House of Representatives is an equal opportunity employer and prohibits discrimination based on race, color, religion, gender, age, military discharge, national origin, ancestry, ethnicity, disability, sexual orientation, marital status, pregnancy, or any other characteristic protected by federal or state laws.

Interested candidates should send a resume and cover letter to:

Kirk Walker
Illinois House of Representatives
Office of the Clerk Room
403 Stratton Office Building
Springfield, IL 62706
KirkW@ilga.gov