



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Accounting Manager
Division: Accounting/Budget/Warrant
Salary: Commensurate with experience
Location: Springfield, Illinois

Overview: Professional level accounting position with managerial responsibilities for the Estate Tax, College Savings, Circuit Clerk, Unclaimed Property and Metro Pier accounting and other fiscal functions of the office. This includes maintaining appropriated balances, expenditure control, obligation / contract review, debt service and short term bond obligation payments, and the processing of daily deposit receipts for Circuit Clerks, Estate Tax and the Unclaimed Property Division. It also includes Estate Tax transactions, voucher preparation, receipt processing, security reconciliations and the preparation of C-64's, fund transfers, and W-9's. The individual in this position will assist the staff of the Treasurer's Office, Comptroller's Office, and other Agencies to resolve issues.

Duties and Responsibilities:

- Responsible for staff training and keeping current on operational procedures related to the Comptroller's Office
- Responsible for financial reporting, including but not limited to the preparation of financial reports and the completion of GAAP Packages
- Serves as the contact for the Vendor Payment Program
- Supervises and reviews the annual completion of financial statements and quarterly reporting for the College Savings Program
- Reviews legislation to ensure that circuit clerk legislation is clear and functional and determines the potential impact to the office
- Reviews statutory requirements and implements policies necessary for estate tax reporting
- Monitors estate tax records and responds to requests for estate tax refunds
- Completes daily reviews of Estate Tax Receipts, Certificates of Discharge and other transactions in the Estate Tax system
- Leads the division's efforts in efficient and effective system conversions and upkeep for vouchers, contracts, Circuit Clerk, receipts, Unclaimed Property and Estate Tax
- Leads the division's efforts for cross training and back up of all Accounting/Warrant division activities to streamline productivity and efficiency

Requirements/Qualifications/Certifications: Bachelor's Degree in Accounting or any other related field; five (5) or more years accounting experience; and two (2) or more years of supervisory and state government experience; OR any equivalent combination of experience and training that provides the required knowledge, skills and abilities to carry out the duties of the position. CPA Certification preferred.

Application Process: Send completed application including letter of interest and resume via email to:

Director of Human Resources & Equal Employment Opportunity @ HR@illinoistreasurer.gov
http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States.

State Capitol
Room 219
Springfield, IL 62706
Phone: (217) 782-2211
Fax: (217) 785-2777
TTY: (866) 877-6013

James R. Thompson Center
100 West Randolph Street
Suite 15-600
Chicago, IL 60601
Phone: (312) 814-1700
Fax: (312) 814-5930
TTY: (866) 877-6013

Illinois Business Center
400 West Monroe Street
Suite 401
Springfield, IL 62704
Phone: (217) 782-6540
Fax: (217) 524-3822
TTY: (866) 877-6013

Myers Building
One West Old State Capitol Plaza
Suite 400
Springfield, IL 62701
Phone: (217) 785-6998
Fax: (217) 557-9365
TTY: (866) 877-6013