



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

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

Overview: The Financial Accountant in the Accounting/Warrant Division is responsible for data entry, preparing financial reports, performing reconciliations and serving in the Accounts Payable and Accounts Receivable function. This position is responsible for ensuring accurate recording and reporting of financial transactions, and ensuring that accounting activities are in accordance with established legal, regulatory and organizational procedures. Attendance is an essential function of this position.

Duties and Responsibilities:

- Prepares financial reports, including GAAP reports for submission to the Illinois Office of the Comptroller
- Processes and inputs data in applicable systems
- Reviews accounting data, performs edits and corrective actions to ensure the accuracy of data, files and records
- Performs detailed reconciliations
- Reviews legislation, rules and regulations to determine impact on operations
- Files and maintains information and supporting documents as necessary
- Responds to phone inquiries
- Performs Accounts Payable functions which includes the review and processing of vouchers for timely payment
- Performs Accounts Receivable functions which may include the entry and review of information regarding the deposit of receipts

Requirements/Qualifications: Bachelor's degree in accounting or finance; two (2) or more years of experience in government accounting or auditing; OR any equivalent combination of education and experience 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
Email: 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.

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