



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Accountant II
Division: Fiscal Operations
Location: Springfield, Illinois
Union: Teamsters Local 916/Illinois Federation of Teachers Local Union 4460
Salary: Commensurate with experience

Overview: The Accountant II is an intermediate level Fiscal Operations Division position responsible for critical daily operations work including data entry, warrant processing, preparation of financial reports, proofing, balancing, tracking data/reports/accounts and performing reconciliations. This position is responsible for ensuring accurate recording and reporting of Statewide 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:

- Processes and inputs complex data into applicable systems to ensure fund balances, appropriation balances, receipts, refunds, and warrants paid reconcile to the Comptroller's records on a daily basis.
- Responsible for online entry or retrieval of electronic files from the Federal Reserve Bank, other bank entities and Comptroller's Office
- Prepares and/or distributes detailed financial reports
- Proofs, verifies and balances intricate data, reports or accounts
- Performs complex reconciliations which include, warrants issued/stopped/voided, fund creates/deletes, fund and appropriation adds and transfers, receipt and refund postings as well as voids and escheats
- Reconciles bank statements with the general ledger to ensure compliance for the Treasurer's Office
- Investigates unique problems or issues involving Fiscal Operations and makes necessary recommendations to facilitate resolution
- Completes year-end reporting and balancing with the Comptroller's Office
- Performs administrative duties related to the Treasurer's Office Fraud Prevention Committee

Specific Skills:

- Proficient in Microsoft Excel, Access and Word and Office 365
- Proven analytical skills
- Good communication and organization skills
- Strong knowledge of accounting theories, principals, practices and terminology
- Ability to perform detailed work involving written or numerical data
- Ability to make calculations rapidly and accurately
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public

Education and Work Experience: Associate's Degree in Accounting/Finance or any other related field preferred or four (4) or more years of experience in Accounting and one (1) year experience in financial reporting.

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

Chief Operating Officer @ 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