



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Accountant I – Investment Verification
Division: State Investments and Banking
Location: Springfield, Illinois
Classification: Union – IFT/Teamsters
Salary: \$40,000/annual

Overview: The Accountant I position will perform moderately complex accounting procedures necessary for the accurate recording and monitoring of a variety of accounts and securities that fall under the responsibility of the Illinois State Treasurer's Office. This position is accountable for accurate record maintenance and compliance with all internal and external audit controls. In addition, this position is responsible for ensuring adherence to all internal procedures, office policies and Illinois law as it relates to the position. Attendance is an essential function of this position.

Duties and Responsibilities:

- Posts and maintains financial transactions related to security transactions.
- Monitors and maintains all systems, records, and spreadsheets necessary for the accurate recording, reconciling and reporting of information related to security transactions and holdings of the Treasurer's Office
- Generates reports that ensure accurate reporting of security-related information to management.
- Balances and reconciles all discrepancies and/or exceptions between bank accounts, internal general ledger sub accounts and broker/dealer records.
- Balances and reconciles on a prescribed timetable all securities held for the benefit of the Treasurer's Office.

Specific Skills:

- Ability to perform daily work involving moderately complex numerical data and arithmetical calculations accurately, execute routine tasks, including, but not limited to, data entry, organization, cross-referencing, scanning, copying and information retrieval.
- Ability to communicate moderately complex financial information in a concise and accurate manner.
- Proficient in Microsoft Office Suite, with emphasis on the ability to create and maintain spreadsheets and reports in Excel.
- Willingness to learn and to adapt work habits to any internal or external reporting system(s) necessary for the State Portfolio and Banking Division of the Illinois State Treasurer's Office to carry out its responsibilities in an accurate, ethical and timely manner.
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public.

Education and Work Experience: Bachelor's degree in public policy, business administration, finance/economics or a related field, required; 1 to three (3) years of experience in areas of financial education, financial analysis, economic development, financial services and/or a related field; OR any equivalent combination of experience and training that provides the required knowledge, skills and abilities to carry out the duties of the position.

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

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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