



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

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

Overview: The Deputy Director of Accounting/Budget/Warrant serves as second-in-command of the Accounting/Budget/Warrant Division, providing multifaceted, managerial support in planning, organizing, budgeting and directing all aspects of the Illinois State Treasurer's Accounting/Budget/Warrant Division, including the development and administration of policies and internal controls; compliance with regulatory reporting; and development and preparation of the annual budget for submission to the Governor's Office and presentation to the State Legislature. Also supports the Division Director in overseeing operational spending and all items requiring budgetary approval. The Deputy Director helps ensure that the Treasurer has satisfied the statutory requirements for countersignature of warrants; maintenance of detailed records regarding funds, appropriations and receipts; cancellation and payment of in-clearing warrants and the processing of forgery/fraud claims. Attendance is an essential function of this position.

Duties and Responsibilities:

- Provides immediate support to the Director of Accounting/Budget/Warrant in managing Division operations and executing assigned responsibilities
- Collaborates with the Director of Accounting/Budget/Warrant in strategic planning and program implementation
- Assists in (1) the preparation of budget request data for the Treasurer's Office; (2) the summation of budgetary requests by divisional managers for initial budgetary development; (3) the advisement of executive management and the Treasurer regarding recommendations for necessary budgetary spending; and (4) the adjustment of budget items for submission as dictated by the Treasurer and senior executive management
- Helps prepare budget requests for the Governor's Office and legislative review and forwards any applicable supporting documentation required; monitors legislative action and modifies original budget requests as needed; responds to requests for information and coordinates the implementation of the final budget as approved
- Monitors all office expenditures and provides budgetary approval; informs senior executive management of year-to-date and projected spending by fund and line item; and directs management regarding areas where funding is available or where funding is required
- Responsible for the review of financial reports, including annual GAAP packages, quarterly locally held fund reports, quarterly accounts receivable summaries, and year-end financial reports; and coordinates responses to inquiries by internal and external auditors
- Reviews public acts, statutes and any changes recommended, assessing their impact on Treasurer's Office operations and budgets
- Assists in the supervision of ensuring controls and procedures are adequate to satisfy the Treasurer's statutory requirements for warrant processing and updating detailed records of fund, appropriation and receipt balances

Requirements/Qualifications: Bachelor Degree in Accounting or any other related field; three (3) or more years of experience in areas of Governmental Accounting, Budgeting and Auditing and two (2) or more years of management experience; OR any equivalent combination of experience and training that provides the required knowledge, skills and abilities. CPA Certification preferred, with knowledge of GAAP, GASB, and FASB accounting and reporting requirements

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.

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