



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

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

Overview: Responsible for planning, organizing, budgeting and directing all aspects of the Illinois State Treasurer's Accounting/Warrant Division. This includes: development and administration of policies and internal controls, compliance with regulatory reporting, development and preparation of the annual budget for submission to the Governor's Office and presentation to the legislature and responsibility for monitoring operational spending and all items requiring budgetary approval. The Director will ensure that the Treasurer's Office has satisfied the statutory requirements for counter signature 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.

Duties and Responsibilities:

- Prepares budget request data for the Treasurer's Office; summarizes budgetary requests by divisional managers for initial budgetary development; consults with executive management and the Treasurer regarding recommendations for necessary budgetary spending; and adjusts budget for submission as dictated by the Treasurer and executive management
- Prepares budget request for 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 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

Education and Work Experience: Bachelor Degree in Accounting or any other related field; five (5) or more years of experience in areas of Governmental Accounting, Budgeting, Auditing, and management; OR any equivalent combination of experience and training that provides the required knowledge, skills and abilities

Certificates and Licenses Required: CPA Certification preferred, with knowledge of GAAP, GASB, and FASB accounting and reporting requirements

Application Process: Send a completed employment application, a letter of interest and resume via email to:

Deputy Chief of Staff for Human Resources & Equal Employment Opportunity

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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