

Illinois Senate

Office of the Secretary of the Senate

Assistant Fiscal Officer

The Secretary of the Senate's Office is seeking a motivated, detail-oriented individual to serve as an Assistant Fiscal Officer to share duties with the Chief Fiscal Officer of the Illinois Senate. This job is an in-office position with no remote work option.

JOB DUTIES INCLUDE WORKING WITH FISCAL OFFICER IN:

- Overseeing various Senate caucus and district office budgets
- Overseeing purchasing of furniture and supplies, including completion of appropriate paperwork, contracts and certifications
- Preparing contracts and tracking progress through the Office of the Comptroller
- Assisting with preparation and filing of district office leases
- Processing invoice vouchers for purchases and travel vouchers
- Reconciling monthly reports from the Office of the Comptroller against the General Assembly Accounting System to ensure accuracy
- Responding to Freedom of Information requests
- Assisting in completing required GAAP reports
- Processing session mileage and per diem
- Working with utilities to initiate and ensure coverage for district offices
- Preparing documents and reports required as part of the biannual audit
- Assisting property control manager with tracking and tagging of equipment

MINIMUM SKILLS REQUIRED

- College degree preferred or some college preferred with commensurate experience
- Basic accounting and budget knowledge – previous state government fiscal experience or accounting background preferred
- Ability to stay focused and organized
- Ability to communicate effectively both verbally and in written correspondence
- Attention to detail and accuracy
- Confidentiality
- Ability to work additional hours during the legislative session (heaviest June-July)

SALARY & BENEFITS

- \$70,000-\$75,000 based on experience
- Health, dental, vision, prescription, behavioral health, and life insurance detailed at <https://www2.illinois.gov/cms/benefits/Pages/default.aspx>
- Participation in the State Employees' Retirement System
- Optional participation in health saving account and Deferred Compensation programs
- Competitive vacation, sick, and personal time

Qualified Applicants should submit a resume (email preferred) to:

Missy Jennings
Director of Human Resources
Illinois Senate
Room 403F Capitol Building
Springfield, Illinois 62706
senatehr@ilga.gov