

Illinois Senate

Secretary of the Senate's Office

Voucher Clerk

The Voucher Clerk is tasked with assisting the head voucher clerk in processing all vouchers submitted for payment by Senate district offices. This is an in-office position with no remote work ability located in Springfield, Illinois.

PRIMARY JOB RESPONSIBILITIES

- Enter district office invoice and travel vouchers into the General Assembly Accounting System
- Work with Senate District Offices to obtain necessary documentation/backup information
- Use DocuSign to initiate signature processes
- Maintain backup documentation
- Electronically transmit files to the Office of the State Comptroller
- Produce and disseminate monthly reports to Senate District Offices
- Process district office property leases
- Process W9 forms for entry into the Statewide Accounting Management System
- Assist district offices in tracking expenditure information

MINIMUM QUALIFICATIONS

- Some College, High School degree, or equivalent work experience;
- Basic knowledge of Microsoft Word, Outlook and Excel
- Clerical experience or knowledge
- Basic budgeting knowledge
- Ability to effectively communicate
- Strong organizational skills
- Ability to work overtime hours during the legislative session (heaviest June-July)

SALARY & BENEFITS

- \$55,000-\$60,000, based on knowledge and previous 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