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# Fiscal Officer

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**Reports To: Architect of the Capitol**

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## **Position Overview**

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The Office of the Architect of the Capitol is accepting resumes to fill the position of Fiscal Officer. The ideal candidate will have a minimum of four (4) years of professional experience in public or private organization. We are looking for a self-starter with excellent organizational and problem solving skills.

## **Essential Job Functions:**

1. Post project contract amounts, change orders and modifications to spreadsheet and ratification agenda.
2. Process contracts and payroll and submit to State Comptroller's office.
3. Process Invoice vouchers and monthly reconciliation of said vouchers.
4. State Employee Retirement Service (SERS) and Group Insurance Representative for agency
5. Enter Property Control items into LIS system.
6. Complete Illinois State Legislature Budget Forms for upcoming fiscal year.
7. Process Annual Report and Book.
8. Distribute Board meeting notices, attend Board meetings and produce official meeting minutes.
9. See agency through a successful audit.
10. Process quarterly and yearly reports.
11. Additional duties as assigned by management.

## **Requirements:**

1. Proficient on Microsoft Office (Word, Outlook and Excel)
2. Excellent written and verbal communication skills
3. Ability to prioritize, multitask and work under a deadline