

**Fiscal Office Liaison**  
**Office of the Clerk of the Illinois House of Representatives**

The Office of the Clerk is seeking an individual to fill the position of Fiscal Office Liaison. This position will be located in Springfield, Illinois.

The primary responsibilities of this position include:

- Working with legislative district offices to develop vouchers for payment;
- Instructing legislative district offices of the procedures for voucher payments;
- Assisting legislative district offices with developing and maintaining a budget;
- Communicating regularly with district office personnel and other assigned staff;
- Maintaining and storing fiscal records in an organized manner;
- Receiving, screening, and routing correspondence and telephone calls;
- Discretely handling confidential information;
- Serving as a backup to other staff to process other invoices and vouchers from time-to-time;
- Working cooperatively with office staff to complete general office duties; and
- Other tasks as assigned.

Minimum Qualifications:

- High school degree or equivalent (some college preferred);
- Strong knowledge of Microsoft Word, Outlook, and Excel; and
- Excellent verbal and written communication skills.

Salary Range:

- \$35,000 minimum; compensation based on experience and education;
- Health, dental, vision, prescription, behavioral health, and life insurance, for details visit: <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>
- Participation in State Employees' Retirement System;
- Optional participation in health savings account and deferred compensation programs;
- Competitive vacation, sick, and personal time.

Qualified applicants should submit a resume and contact information for three professional references to:

Nancy Daugherty  
Illinois House of Representatives  
Room 403 Stratton Building  
Springfield, IL 62706  
[NancyD@ilga.gov](mailto:NancyD@ilga.gov)

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