

Commissioners

**MARISEL A. HERNANDEZ**, *Chair*  
**WILLIAM J. KRESSE**, *Commissioner/Secretary*  
**JUNE A. BROWN**, *Commissioner*  
**CHARLES HOLIDAY, JR.**, *Executive Director*



## **Finance Division --- Clerk (Finance)**

### **Position Summary**

The primary function of the Clerk (Finance) is to provide administrative support to the Finance Division.

**Salary Range:** \$30,000-35,000

This position is classified as Non-Exempt under the Fair Labor Standards Act.

### **Responsibilities:**

- Processing, managing and reconciling all accounts payable and accounts receivable
- Processing Payroll after each Election
- Supporting the Finance Manager by monitoring state and federal grants
- Processing employee expense reimbursements
- Responsible for submitting, monitoring, adjusting, and reconciling monthly billing and payments in accordance with approved state and federal guidelines using a web based financial payment system used by the City of Chicago.
- Perform check cancellations and bank deposits
- Performs other duties as assigned.

### **Required Qualifications:**

- Proven experience in AP and AR
- Computer skills
- Attention to detail
- Must be able to work extended hours and weekends during election cycles
- Must be a City of Chicago Resident
- Must be in compliance with the Board's mandatory COVID vaccination policy

Interested candidates apply here <https://forms.gle/2Fs4HW5mxMq8tuJ88>. The posting will remain active until filled.

The Board is an Equal Opportunity Employer.