

Commissioners

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



Clerk - Finance

Position Summary:

Join the Chicago Board of Elections as a **Clerk - Finance**! This full-time non-exempt role works to provide administrative support to the Finance Division.

Salary Range: \$34,000 annually

Essential Duties/Responsibilities:

- Perform general office duties, to include telephone support, typing of various letters and manage correspondence.
- Assist in payroll processing as needed.
- Review and maintain financial documents and records.
- Ensure accuracy and completeness of all payables/receivables.
- Analyze discrepancies and unpaid invoices as needed.
- Process accounts payable transactions with City of Chicago and Cook County utilizing 3-way matching system.
- Complete reimbursement requests, check cancellations, and bank deposits as needed.
- Other duties as assigned.

Qualifications:

- 1-2 years experience in AP and AR capacity preferred.
- Some college experience preferred.
- Attention to detail.
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office Suite (Excel, Outlook) or related software such as Oracle.
- Availability to work extended hours and weekends during the election cycle.
- City of Chicago residency is required.
- Compliance with the Board's mandatory COVID vaccination policy is required.

Applications for this position will be received via email and must include a résumé and cover letter. E-mail hr@chicagoelections.gov and include in the subject line: **Clerk – Finance /Your Name**.

Equal Opportunity Employer