

# Circuit Clerk-Fiscal Officer

- **Type:** Full Time – Non-Exempt
- **Salary/Pay Rate:** \$36,000. - \$42,000. (Salary commensurate with experience and qualifications)
- **Posted Date:** 12/05/2022
- **Deadline to Apply:** Open until filled

Kendall County Circuit Clerk's Office has a full-time opening for the position of Fiscal Officer. The Fiscal Officer provides daily accounting and bookkeeping functions and is responsible for administration of the fiscal operations of the Kendall County Circuit Clerk's Office, under the supervision and direction of the Administrative Supervisor.

A successful candidate will possess strong organizational skills, the ability to handle multiple tasks and meet deadlines. Qualified candidates must be available to work Monday through Friday during normal business hours in the Circuit Clerk's Office and on occasion, additional hours, as needed for the position. In addition, eligible candidates are required to possess the following minimum qualifications:

- Working knowledge of governmental accounting and budgetary procedures.
- 1-3 years' experience in accounting, finance or a related field.
- Proficient with QuickBooks, JANO Justice Systems CMS, Word, Outlook, Excel, and Power Point.
- Previous experience working in a Circuit Clerk's Office is preferred.

The Kendall County Circuit Clerk's Office is an Equal Opportunity Employer, offering a competitive governmental salary, professional work environment, and excellent benefits, including, but not limited to Medical, Dental, Vision, Life Insurance as well as participation in the Illinois Municipal Retirement Fund pension program. A Monday – Friday 8:00AM – 4:30PM regular work day, 12-14 paid holidays, paid sick/personal and vacation days allow for work-life balance!

The Fiscal Officer position is part of the American Federation of State, County, and Municipal Employees Union (ASFME) Council 31 Collective Bargaining unit. Annual raises are set per contract.

Please submit resume and cover letter to:

Lynn Cullick, Chief Deputy  
Kendall County Circuit Clerk  
807 W. John Street  
Yorkville, IL 60560

or email [lcullick@kendallcountyil.gov](mailto:lcullick@kendallcountyil.gov)

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