

ACCOUNTANT

As an agency of the Supreme Court of Illinois, the Attorney Registration and Disciplinary Commission (ARDC) is charged with promoting and protecting the integrity of the legal profession. The ARDC assists the Supreme Court in regulating the legal profession through registering lawyers, conducting education and outreach programs relating to compliance with Rules of Professional Conduct and the effective representation of clients, investigating complaints of lawyer misconduct, prosecuting lawyer disciplinary proceedings, and advocating for remedial action on behalf of victims of lawyer misconduct.

Currently, the ARDC is accepting applications for a full-time accountant for its Chicago office. The accountant will analyze and maintain financial accounts and track expenditures for accurate financial reporting. Responsibilities will include:

- Prepare actual vs budget spreadsheets for key G/L accounts;
- Process A/P checks using a third-party check processing platform;
- Analyze budget variances and make forecasts for selected expense accounts;
- Assist in processing payroll using a third-party payroll vendor's online interface;
- Provide assistance with monthly bank and investment reconciliations;
- Assist the Registration Department with the cash reconciliation process;
- Provide support for the preparation of the monthly financial reports;
- Provide support during the independent annual audit function; and
- Process, verify and post accounts receivables associated with cost recoveries from disciplined attorneys.

Requirements: Bachelor's degree and 2 years of accounting experience.

The ARDC is committed to a culture of diversity and inclusion. We offer a hybrid work schedule, competitive compensation, and an excellent benefits package. Interested parties should send a letter and resume to: employment@iardc.org.