



Serving local governments in Muscatine and Scott Counties, Iowa;  
Henry, Mercer, and Rock Island Counties, Illinois

January 11, 2023

To Whom It May Concern:

Bi-State Regional Commission is recruiting for an Accounting position.

### ACCOUNTING TECH

Salary Range \$44,064–\$60,795 DOQ. Responsibilities include: Preparation of monthly accounting records for outside clients. Position will maintain records for numerous state funded contracts. In addition, this position will be responsible for court assistance and filing. Experience in word processing a plus. Will be responsible for audit preparation. Work in an office setting. Prepare/disseminate information in suitable formats. Extensive interaction with internal and external contacts. Successful candidate will possess strong organizational, planning, verbal/written communication, project management, analytical & problem-solving skills. Requires 1 year or more experience related to accounting, administration, fiscal administration, with knowledge/experience with generally accepted accounting principles, accounting terminology & methods. Minimum AA Accounting or related field required.

### **EQUAL OPPORTUNITY EMPLOYER**

Excellent benefits (retirement, health, life insurance, short and long term disability, vacation, sick, holidays, education reimbursement, assistance with moving costs), and merit review program.

For more information about Bi-State Regional Commission, check us out at:

<http://www.bistateonline.org> Send detailed resume to:  
[jhenderson@bistateonline.org](mailto:jhenderson@bistateonline.org)

Deadline: Open Until Filled.

Questions/further information, please contact Jill Henderson (309) 793-6300, ext. 1134.

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1504 Third Avenue, Third Floor, Rock Island, Illinois 61201

Phone (309) 793-6300 □Fax (309) 793-6305

E-mail: [info@bistateonline.org](mailto:info@bistateonline.org) □Website: [www.bistateonline.org](http://www.bistateonline.org)



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