



**INTERGOVERNMENTAL RISK
MANAGEMENT AGENCY**

The Risk Management Solution for Local Government

Accounting Assistant

The Intergovernmental Risk Management Agency (IRMA) is looking for a new Accounting Assistant. This newly created position will assist our Finance Department with audit, budget, payroll, and other administrative tasks, including entering new claims and answering phones. The ideal candidate will have experience in fund accounting, strong Microsoft skills and be a proactive, resourceful and friendly person. We offer excellent benefits, including hybrid remote work, flexible work environment, paid parental leave, IMRF pension, health and life insurance as well as competitive salary. IRMA is a highly respected intergovernmental risk pool providing insurance and risk management/training services to 72 municipalities in the Chicago area. We pride ourselves on our high-quality customer service and benefits to our membership. IRMA has a close-knit team of 22 full time and 2 part time knowledgeable and hardworking employees with long tenure at IRMA. The starting salary for this position is \$44K-\$55K DOQ. Send your resume to Executive Director Margo Ely at margoe@irmarisk.org.