



5300 St. Charles Road
Berkeley, IL 60163

Administrative/Budget Specialist

Description & Duties: Walgreens Berkeley Distribution Center seeks a sharp, organized individual to provide administrative support. You will work on a variety of administrative projects including budget preparation, statistical tracking, and report analysis. Requirement: a minimum of 2 - 3 years administrative experience, including a background in budget maintenance and administration, accounting or bookkeeping background is required; proven ability to problem-solve; strong analysis skills; a friendly, professional demeanor with excellent written and verbal communication skills; computer proficiency (MS Office, incl. Excel required, FileMaker Pro and Access preferred); ability to prioritize/handle multiple tasks. Bachelor's degree preferred, but not required. HOURS: Monday through Friday, 7am to 3pm.

Number Of Openings: 1

Hours per Week: 36-40

Duration Of Work: On-Going

Shifts Available: Days

Type Of Work: Full Time

Minimum Education: High School Diploma or GED

Salary Range: \$30,000 to \$34,000

Skills

Personal Computer Skills

- Use Excel software 3 - 5 years
- Use Microsoft Office software 3 - 5 years
- Use Lotus Notes 1 - 3 years
- Use Microsoft Access 1 - 3 years
- Use Microsoft PowerPoint software 1 - 3 years
- Use Microsoft Word software 1 - 3 years
- Use Quickbook software Nice to Have

Office and Physical Skills

- Use personal computer 3 - 5 years
- Answer telephones 1 - 3 years
- Typing speed 41 - 60
- Keystrokes per Minute More than 300
- Pounds able to Lift 20 - 40
- Hours Able to Stand or Walk More than 5

Accountants and Auditors

- Prepare records or reports More than 5 years
- Analyze accounting records 3 - 5 years
- Analyze financial records or statements 3 - 5 years
- Analyze month end close statements 3 - 5 years
- Develop, analyze or execute budget 3 - 5 years
- Process accounts payable 3 - 5 years
- Coordinate accounting control procedures 1 - 3 years
- Determine acceptability of accounting procedures 1 - 3 years
- Direct bookkeeping functions 1 - 3 years
- Establish accounting control procedures 1 - 3 years

[Apply@www.walgreens.com](http://www.walgreens.com) OR <http://www.IllinoisSkillsMatch.com> / Job Order Id: 435157