



Notice of Vacancy

IPR# 42916 DATE: June 8, 2018
TITLE: Accountant Advanced
OFFICE: Office of Finance & Administration / Bureau of Business Services
CONTRACT: AFSCME - RC062

BRIEF DESCRIPTION OF DUTIES: Under general direction of the Assistant Chief of Fiscal Operations, this position has independent responsibility for the Department's automated system for accounts receivable. The position is responsible for managing about 5,000 accounts worth approximately \$30 million.

TRAINING & EXPERIENCE: Requires a Bachelor's degree in business or accounting successfully completing a minimum of 27 hours in accounting, or an equivalent combination of education and experience. Requires a thorough understanding of automated accounting systems, mainframe applications, internet access, and PC software applications such as EXCEL, Microsoft Word, and Access. Requires two years of professional experience in accounting or auditing. Requires a thorough understanding of Motor Fuel Tax regulations, federal billing and programs, public transportation funding, debit financing and other related issues. Performs duties in compliance with Departmental safety rules. Requires a thorough understanding of the Department's finance structure, IDOT's FOA system, the Comptroller's SAMS system, the Comptroller's internal site, and Comptroller reports. Requires extensive knowledge of accounting theory, principles, methods and procedures; laws, rules and regulations relating to state accounting procedures. Requires skill and ability to prepare comprehensive accounting reports and financial statements, determine noncompliance with laws or regulations and to detect and explain significant irregularities, review detailed work including written and numerical data and perform calculations rapidly and accurately, evaluate difficult accounting situations and to analyze and interpret complex accountant records, establish and maintain satisfactory working relationships and to deal tactfully with controversial problems.

UNIT: Fiscal Operations
LOCATION: 2300 S. Dirksen Parkway, Springfield, IL
SHIFT: 8:00 a.m. - 4:30 p.m. Monday-Friday / Off Saturday-Sunday
PAY GRADE: RC062-16
SALARY RANGE: \$3,969 - \$5,913
CONTACT PERSON: Angela Covert, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Monday, June 25, 2018

POSTED: FROM: Tuesday, June 12, 2018 TO: Monday, June 25, 2018

*CURRENT STATE EMPLOYEES: SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S. DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV

*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location must submit an official transfer request form, which can be obtained on the work4illinois website.

*If bidding for a position in a higher classification, eligible bidders must submit CMS 100 B promotional application to CMS to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.

NON-STATE EMPLOYEES: DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT WORK.ILLINOIS.GOV AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.

Handwritten signature: Betty Kochler