



IPR# 43189

DATE: January 4, 2019

TITLE: Account Technician I (Upward Mobility Title)

OFFICE: Region 5/District 9/Administrative Services

CONTRACT: AFSCME – RC014

BRIEF DESCRIPTION OF DUTIES: Under direction of the Financial Services Manager, develops and maintains master files and tables; independently monitors appropriation and obligation balances; advises of potential funding problems; recommends solutions to anticipate financial problems; creates official expenditure documentation within the Fiscal Operations and Administration System and assists in compiling various financial reports.

TRAINING & EXPERIENCE: Requires knowledge, skills and mental development equivalent to completion of two years of college and completion of an approved training course or three years of related clerical bookkeeping experience. Requires working knowledge of accounting techniques, office methods and procedures, working knowledge of state or non-state accounting procedures, ability to operate a computer and other standard office machines and the ability to apply established accounting techniques. Prefers working knowledge of FOA (Fiscal Operations and Administration) system, SAMS (Statewide Accounting Management System), SharePoint and their relationship to independently perform complex accounting functions.

UNIT: Financial Services

LOCATION: 2801 W Murphysboro Rd, Carbondale, IL

SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday

PAY GRADE: RC014-10

SALARY RANGE: \$3,124 - \$4,402

CONTACT PERSON: Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Friday, January 18, 2019

POSTED FROM: January 7, 2019 TO: January 18, 2019

***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.