



IPR# 44355

DATE: October 5, 2020

**TITLE:** Accountant Advanced – (1 position)  
**OFFICE:** Office of Highways Project Implementation/Bureau of Construction  
**CONTRACT:** AFSCME – RC062

**BRIEF DESCRIPTION OF DUTIES:** Performs complex accounting and auditing functions for the department utilizing the Bureau of Construction Management System (BCM) which is a payment system for approximately 3,000 active contracts with payments totaling over \$2 billion annually; a Fiscal Operations and Administration System (FOA) and the Office of the Comptrollers' Statewide Accounting Management System (SAMS). Examines and analyzes appropriation balance within obligations. Initiates the transfer of pay items from one fund type and/or appropriation to another. Audits, enters and posts change orders. Contacts district office and other bureaus to resolve issues relating to change orders. Serves as a liaison to the Federal Highway Administration (FHWA) relating to change orders.

**TRAINING & EXPERIENCE:** Requires knowledge, skill and mental development equivalent to completion of four years college with courses in business administration and accounting. Requires two years of professional experience in accounting, internal auditing, external auditing, budgetary planning and control or public accounting. Requires extensive knowledge of accounting, auditing and auditing theory, principles, methods and procedures. Requires extensive knowledge of laws, rules and regulations relating to state or non-state accounting or auditing procedures.

**UNIT:** Construction Administration  
**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

**ANTICIPATED STARTING SALARY:** \$4,164/month  
**CURRENT BARGAINING UNIT EMPLOYEES – COLLECTIVE BARGAINING AGREEMENT LANGUAGE APPLIES**  
**FULL BARGAINING UNIT RANGE:** \$4,164 – 6,128/month

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

**POSTED FROM:** October 8, 2020 **TO:** October 22, 2020

**PLEASE NOTE: THE APPLICATION PROCESS HAS CHANGED.** The required application forms outlined below must be submitted 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 by 4:30 PM on the closing date of this posting.

**AGENCY-TO-AGENCY TRANSFER:** Submit Bid Form, AFSCME Transfer Request Form and CMS100

**PROMOTIONAL BIDDERS:** Submit Bid Form and CMS100B

**CURRENT STATE EMPLOYEES:** Submit Bid Form and CMS100

**NON-STATE EMPLOYEES:** Submit CMS100 to the agency contact listed above.

To be considered for open competitive eligibility for this title, you must be deemed qualified by Central Management Services (CMS). This is a title that requires an automated multiple-choice test to be taken at one of the CMS Assessment Centers. CMS Assessment Center personnel will contact each applicant by phone to schedule appointments for the assessment examination.

After successfully obtaining a passing grade, your name will be placed on an open competitive eligible list for this title in the two counties you select on your application. If you are satisfied with the grade you received for this title, option and county, no further action is required. Your name has already been placed on the open competitive eligible list for this title. Open competitive grades are valid for one (1) year.