



IPR# 41709

DATE: May 10, 2017

TITLE: Accountant Advanced
OFFICE: Office of Highways Project Implementation / Bureau of Operations
CONTRACT: AFSCME – RC062

*** INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

BRIEF DESCRIPTION OF DUTIES: Under direction independently performs complex accounting and auditing functions for the Central Bureau of Operations for over \$14 million in annual fiscal expenditures covering 400-500 contract and non-contract vendors, 140+ union labor contracts, steel and store's inventory accounts utilizing: a mainframe maintenance management inventory information and payment system (MMI); Fiscal Operations and Administration System (FOA); and the Office of the Comptrollers' Statewide Accounting Management System (SAMS). Examines, analyzes and allocates appropriation obligation balances, audits, enters and processes all final related payments utilizing a database of 1,500+ pay items and 140+ separate expenditure object categories. Liaison with district offices, other bureaus and the Office of Chief Counsel to resolve issues relating to contract, obligation, invoice, warrant and reporting problems. Serves as liaison to contract and non-contract entities pertaining to external audit requirements.

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, 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. Requires ability to review detailed work including written or numerical data and to make calculations rapidly and accurately. Requires ability to establish and maintain satisfactory working relationships and to deal tactfully with controversial problems.

UNIT: Day Labor / Administrative Services Unit
LOCATION: 505 N. MacArthur, 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: Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594

**SUBMIT BID TO: Illinois Department of Transportation, Bureau of Personnel Management,
Room 113, 2300 S. Dirksen Pkwy, Springfield, IL 62764
Fax: 217/557-3134 or Email to: DOT.CO.BPM.EmploymentApplications@illinois.gov**

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Thursday, May 25, 2017

POSTED FROM: May 12, 2017 TO: May 25, 2017

*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 shall file a request for transfer form.

*In addition, to the bid form, if bidding for a position in a higher classification, bidder must file a CMS-100B Promotional Examination Application with the Department of Central Management Services and complete a Performance Test, if required.