



Notice of Vacancy

IPR# 41874

DATE: May 16, 2017

TITLE: Accountant / Remittance Accountant
OFFICE: Office of Highways Project Implementation/Bureau of Construction
CONTRACT: AFSCME – RC062

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

BRIEF DESCRIPTION OF DUTIES: Under general supervision performs professional accounting and auditing work in creating files for local agencies participating in payment of construction costs associated with individual contracts and processes local agency agreements. Audits, verifies and processes payments to contractors and maintains an auditing system of payment estimates as the work progresses. Serves as backup in the Agreement Analyst's absence.

TRAINING & EXPERIENCE: Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in business administration and accounting or four years technical accounting experience. Working knowledge of accounting and auditing principles, methods and techniques. Working knowledge of regulation, policies and procedures of Highways Project Implementation and the State of Illinois. Ability to detect significant irregularities. Ability to prepare accounting records. Working knowledge of standard office accounting machine and equipment. Ensures compliance with departmental safety rules.

UNIT: Construction Services Section / Payments Unit
LOCATION: 2300 S. Dirksen Parkway, Springfield, IL
SHIFT: 8:00 a.m. – 4:30 p.m. Monday-Friday / Off Saturday-Sunday
PAY GRADE: RC062-14
SALARY RANGE: \$3,647 - \$5,342
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 Wednesday, May 31, 2017

POSTED DATES: FROM May 17, 2017 TO May 31, 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.

A handwritten signature in cursive script, appearing to read 'Deanna Taylor'.