



Notice of Vacancy

IPR# 41902

DATE: May 17, 2017

TITLE: Account Technician II
OFFICE: Region 3/District 4/Administrative Services
CONTRACT: AFSCME – RC014

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

BRIEF DESCRIPTION OF DUTIES: Under direction of the Financial Services Manager, directs the auditing, coding review, and scheduling functions of the Financial Services Sub-Unit; ensures accurate and timely processing of invoices for the entire district; identifies causes of backlogs and implements corrective action; matches receiving documents and other source documents to invoice and distributes to other staff members for processing; maintains record of all authorizations and purchase orders received for specific items from commercial vendors; complies with departmental safety rules.

TRAINING & EXPERIENCE: Requires knowledge, skill, and mental development equivalent to completion of two years of college and one year of technical accounting experience or four years of related clerical bookkeeping experience.

UNIT: Financial Services
LOCATION: 401 Main Street, Peoria, IL
SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday
PAY GRADE: RC-014-12
SALARY RANGE: \$3,371 - \$4,826
CONTACT PERSON: Angela Covert, 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 Friday, June 2, 2017

POSTED FROM: May 19, 2017 **TO:** June 2, 2017

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

*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.