



**IPR# 41911**

**DATE: May 16, 2017**

**TITLE: Accountant / Awards 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 new highway construction contract awards, establishing obligations with the Bureau of Accounting and Auditing to allow for contract payments, and maintains an auditing system of payment estimates as the work progresses.

**TRAINING & EXPERIENCE:** Requires knowledge, skill and mental development equivalent to completion of four years college with courses in business administration and accounting or four years of technical accounting experience. Knowledge of mainframe database of automated accounting (FOA) system and Easytrieve to report accounting data is desirable.

**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.