



IPR# 41984

DATE: May 17, 2017

TITLE: Accountant (Upward Mobility Title)
OFFICE: Region 3/District 5/Administrative Services
CONTRACT: AFSCME – RC062

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

BRIEF DESCRIPTION OF DUTIES: Under general supervision of the Financial Services Manager, this position performs general accounting work of a complex nature related to the District Fiscal Operations and Administration (FOA) System; maintains all financial information relative to the District operating appropriations; utilizes the Statewide Accounting Systems (SAMS) for vendor and payment information.

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.

UNIT: Financial Services
LOCATION: 13473 IL Highway 133 W., Paris, 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: 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

*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.