



IPR# 42364

DATE: October 30, 2017

TITLE: Accountant (Upward Mobility Title)
OFFICE: Region 2/District 3/Administrative Services
CONTRACT: AFSCME – RC062

BRIEF DESCRIPTION OF DUTIES: Under the direct supervision of the Financial Services Manager, the incumbent processes vendor payments and maintains the accounts receivable ledgers for District 3. Posts obligations owed to State for Motorist Damage Fund, Utilities and Right of Way violations. Participates with supervisor in compiling data for budget projections and submissions. Participates in review and entry of requests for requisitions.

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 technical accounting experience. Requires thorough and complete knowledge of office management and office procedures. Ability to utilize professional accounting or auditing principles, maintaining Accounts Receivable and Accounts Payable Ledgers, and processing requisitions and vouchers. Ensures compliance with departmental safety rules.

UNIT: Financial Services
LOCATION: 700 East Norris Drive, Ottawa, 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: Denise Hamilton, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Thursday, November 16, 2017

POSTED FROM: November 2, 2017 TO: November 16, 2017

***CURRENT STATE EMPLOYEES: SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S. DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV**

***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 must submit an official transfer request form, which can be obtained on the work4illinois website.

***If bidding for a position in a higher classification, eligible bidders must submit CMS 100 B promotional application to CMS to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.**

NON-STATE EMPLOYEES: DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT WORK.ILLINOIS.GOV AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.