



**IPR# 42376**

**DATE: November 7, 2017**

**TITLE: Account Technician I (Upward Mobility Title) (2 positions)**

**OFFICE: Region 4/District 6/Administrative Services**

**CONTRACT: AFSCME – RC014**

**BRIEF DESCRIPTION OF DUTIES:** Under the general supervision of the Financial Services Manager, performs technical accounting work necessary in maintaining a clear and accurate presentation of the District's budget status. Monitors unliquidated balances for contract obligation documents; compiles data for use by the Financial Services Manager in preparing budget reports, projections and submissions; codes invoices for payment; reconciles vendors' statements to district records; ensures compliance with departmental safety rules.

**TRAINING & EXPERIENCE:** Requires knowledge, skill, and mental development equivalent to completion of two years of college and completion of an approved training course or three years related clerical bookkeeping experience.

**UNIT: Financial Services**

**LOCATION: 126 E. Ash Street, Springfield, IL 62704**

**SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday**

**PAY GRADE: RC014-10**

**SALARY RANGE: \$3,124 - \$4,402**

**CONTACT PERSON: Angela Covert, Bureau of Personnel Management, 217/782-5594**

**BIDS MUST BE RECEIVED BY: 4:30 p.m. on Wednesday, November 22, 2017**

**POSTED FROM: Wednesday, November 08, 2017**

**TO: Wednesday, November 22, 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](mailto: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.**