



IPR# 42475

DATE: January 8, 2018

TITLE: Account Technician I (Upward Mobility Title)
OFFICE: Region 3/District 5/Bureau of Administrative Services
CONTRACT: AFSCME – RC014

BRIEF DESCRIPTION OF DUTIES: Under general supervision of the Financial Services Manager and the day-to-day guidance of the Accountant, performs specialized verification of the accuracy of invoice vouchers and vendor invoices, including obligation data and receiving documentation. Enters data into, and assures the quality of data entered by others, into the Fiscal Operations & Administration System (FOA), so that both operating and non-operating account payments are processed promptly and accurately. Contacts other IDOT personnel and outside vendors when invoicing problems arise, or more detailed information is required. Ensures compliance with departmental safety rules.

TRAINING & EXPERIENCE: Must have the ability to work harmoniously with fellow employees, district management and the general public. Requires a working knowledge of state accounting procedures; the ability to apply established accounting methods and techniques; and knowledge, skill and mental development equivalent to completion of two years of college and completion of an approved training course or three years of related clerical bookkeeping experience.

UNIT: Financial Services Section
LOCATION: 13473 IL Hwy 133, Paris, IL
SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday
PAY GRADE: RC014-11
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, January 24, 2018

POSTED FROM: January 10, 2018 TO: January 24, 2018

***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 REFR 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.