



**IPR#** 42859 **DATE:** June 8, 2018  
**TITLE:** Accountant Advanced  
**OFFICE:** Intermodal Project Implementation/Aeronautics  
**CONTRACT:** AFSCME – RC062

**BRIEF DESCRIPTION OF DUTIES:** Under direction of the Financial Services Section Manager, Bureau of Administrative Services, independently performs reasonable analysis and entry of operational accounting transactions into the Department's Fiscal Operations and Administration (FOA) system. The incumbent maintains fiscal control over appropriations and is the source documentation for the Division's financial reporting and budgeting control system.

**TRAINING & EXPERIENCE:** Requires knowledge, skill, and mental development equivalent to the completion of four years of college with courses in business administration and accounting. Requires two years of professional experience in accounting, auditing, budgetary planning and control, or public accounting. Requires extensive knowledge of accounting and auditing theory, methods and techniques. Requires ability to evaluate more difficult accounting or auditing problems and to analyze and interpret more complex accounting records and reports. Ensures compliance with departmental safety rules.

**UNIT:** Administrative Services

**LOCATION:** #1 Langhorne Bond Drive, Springfield, IL

**SHIFT:** 8:00 a.m. – 4:30 p.m. Monday-Friday / Off Saturday-Sunday

**PAY GRADE:** RC062-16

**SALARY RANGE:** \$3,969 - \$5,913

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

**SUBMIT BID FORM TO:** Angela Covert, 2300 S Dirksen Pkwy, Room 113, Springfield, IL 62764

**BIDS MUST BE RECEIVED BY:** 4:30 p.m. on Monday, June 25, 2018

**POSTED:** FROM: Tuesday, June 12, 2018 TO: Monday, June 25, 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](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](http://WORK.ILLINOIS.GOV) AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.