



**IPR# 42891**

**DATE: September 26, 2018**

**TITLE: Account Technician II \*Group B Title\***  
**OFFICE: Region 4/District 6/ Administrative Services**  
**CONTRACT: AFSCME – RC014**

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

**BRIEF DESCRIPTION OF DUTIES:** Under direction of the Financial Services Manager, performs technical accounting work involving independent performance of complex transactions. Utilizing the Financial Operating and Administrative system (FOA) and Knowledge Lake scanning system, automated accounting systems developed specifically for the Illinois Department of Transportation, processes all invoices paid from the contractual services, travel, commodity, equipment, telecom, and op-auto line items for all bureaus in the district; oversees obligation balances and verification of vender certification through the accounting database maintained by the Illinois Office of the Comptroller (IOC), utilizes the accounts receivable and Central Management Services' (CMS) databases; serves as lead worker; complies with departmental safety rules.

**TRAINING & EXPERIENCE:** Requires knowledge, skill, and mental development equivalent to completion of two years of college and one year of technical accounting experience or four years of related clerical bookkeeping experience. Requires extensive knowledge of accounting techniques, office methods and procedures; ability to apply established accounting methods and techniques; ability to make rapid and accurate arithmetic calculations.

**UNIT: Financial Services**  
**LOCATION: 126 E. Ash Street, Springfield, IL**  
**SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday**  
**PAY GRADE: RC-014-12**  
**SALARY RANGE: \$3,371 - \$4,826**  
**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 THURSDAY, OCTOBER 11, 2018**

**POSTED FROM: THURSDAY, SEPTEMBER 27, 2018 TO: THURSDAY, OCTOBER 11, 2018**

**Interested applicants must submit completed CMS-100 Application to CMS, Examining and Counseling Division, Room 500 Stratton Office Building, Springfield, IL 62706.** Once the informational posting closes all applicants on file that meet the minimum qualifications will be notified of the scheduled test dates to report to the nearest CMS Assessment Center to take the automated multiple-choice test. After successfully obtaining a passing grade, your name will be placed on an open competitive eligible list in the two counties you select on your application. IDOT will request the Open Competitive Eligible List and contact applicants for an interview.

**\*GROUP B – titles are closed exams. Applications for a Group B closed exam will be maintained until an agency requests that the test be administered or for a maximum of one year.**

For further information, please contact Angela Covert at 217/782-5594.