



IPR# 43105

DATE: October 24, 2018

TITLE: Account Technician II (Group B Title)
OFFICE: Region 2/District 2/Bureau of Administrative Services
CONTRACT: AFSCME – RC014

BRIEF DESCRIPTION OF DUTIES: Under direction of the Financial Services Manager, independently performs technical accounting work involving independent performance of complex transactions. Utilizing the Financial Operating and Administration system (FOA) and Knowledge Lake scanning system, and automated accounting systems developed specifically for the Department of Transportation, processes invoices paid from the Contractual Services, Travel, Commodity, Equipment, Telecom, and Op-Auto line items for bureaus within district two. Oversees the obligation balances and verification of vendor certification through the accounting database maintained by the Illinois Office of the Comptroller (IOC).

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: 819 Depot Avenue, Dixon, IL
SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday
PAY GRADE: RC014-12
SALARY RANGE: \$3,371 - \$4,826
CONTACT PERSON: Denise Hamilton, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Thursday, November 8, 2018

POSTED FROM: October 25, 2018 TO: November 8, 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 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.

***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.**