



IPR# 43419

DATE: February 7, 2019

TITLE: Accountant (Upward Mobility Title)

OFFICE: Office of Highways Project Implementation/Bureau of Operations

CONTRACT: AFSCME – RC062

BRIEF DESCRIPTION OF DUTIES: Under direct supervision of the Organizational and Financial Manager performs professional accounting functions for the Bureau of Operations. Monitors appropriation balances and recommends necessary action. Reviews accounting expenditures for designated line items and funds, analyzes data and reports and records actions. Answers questions and reconciles accounting problems of vendors and district personnel. Confers with Office of Chief Counsel in resolving contract, obligation, invoice, warrant and reporting problems.

TRAINING & EXPERIENCE: Requires knowledge, skill and mental development equivalent to completion of four years college with courses in business administration and accounting or four years of technical accounting experience. Knowledge of mainframe database of automated accounting (FOA) system report accounting data for upper management use. Knowledge of Microsoft Excel and Microsoft Word.

UNIT: Organizational & Financial

LOCATION: 2300 S. Dirksen Parkway, Springfield, IL

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

PAY GRADE: RC062-14

SALARY RANGE: \$3,647 - \$5,342

CONTACT PERSON: Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Monday, February 25, 2019

POSTED FROM: February 8, 2019

TO: February 25, 2019

***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.