



IPR# 43420

DATE: February 7, 2019

TITLE: Account Technician I (Upward Mobility Title)

OFFICE: Office of Highways Project Implementation/Bureau of Operations

CONTRACT: AFSCME – RC014

**BRIEF DESCRIPTION OF DUTIES:** Under direction of the Organizational and Financial Unit Manager, performs technical accounting and specialized clerical tasks. Posts a variety of financial transactions to a web-based accounting system. Balances the daily transactions total with the web-based accounting system balance. Prepares assigned monthly reports. Posts and reconciles reports pertaining to financial deposits to the Road Fund. Trains staff to perform posting and cashier duties. Performs general accounting activities for the Bureau.

**TRAINING & EXPERIENCE:** Requires knowledge, skills and mental development equivalent to two years of college and completion of an approved training course or three years of related clerical bookkeeping experience. Requires working knowledge of accounting techniques and State accounting procedures as well as office principles, practices and procedures. Requires ability to understand and follow oral and written instructions.

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: RC014-10

SALARY RANGE: \$3,124 - \$4,402

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](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.**