

Governor Pat Quinn

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**Job Postings**

Job Title: Account Technician II  
 Agency: Human Services  
 Closing Date/Time: Thu. 06/21/12 4:30 PM Central Time  
 Salary: \$3,294.00 - \$4,403.00 monthly  
 Job Type: Full-Time  
 Location: Madison County, Illinois  
 Number of Vacancies: 1  
 Plan/BU: RC014  
 Bid ID#: 3901; epar 57151

[Print Job Information |](#)

Description of Duties/Essential Functions	Benefits
Supplemental Questions	
<p>Under general direction of the Fiscal Services Unit Manager, independently performs technical accounting work in maintaining, preparing and process (journals, posts, trial balances, reconciles, close and post-close) financial documents pertaining to the centers' payroll and timekeeping systems utilizing internal accounting systems and Personnel Management System (PSMS) and medical and repair vouchers, invoices, and requisitions utilizing facility computerized accounting system and the Consolidated Accounting Recording System (CARS), examines analyzes, and verifies documents for accuracy cross-referencing contractual agreements (medical &amp; repair/maintenance contracts) when applicable and initiates corrective action. Prepares and assists in the preparation of difficult financial statements and reports.</p>	
<p><b>Minimum Requirements:</b></p> <p>Requires knowledge, skill and mental development equivalent to the completion of 2 years of college with 1 year technical accounting experience, or 4 years of related bookkeeping experience. Requires ability to post information to a variety of computer systems. Requires ability to make complex mathematical calculations. Requires experience in payroll/timekeeping operations, preferably with a State of Illinois agency. Requires ability to communicate with a variety of people, both verbally and in writing</p>	
<p><b>Work Hours &amp; Location/Agency Contact:</b></p> <p>Monday - Friday; 08:00 - 16:30</p> <p>Contact:</p> <p>Michael Bowler Telephone 618-474-3246</p>	

Alton Mental Health Center  
4500 College Avenue  
Alton, IL 62002

**How to Apply:**

**[Click Here for Applicant Information and Grading Procedures](#)**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Additional Documentation for Account Clerk II:**

[Class Specification](#)

[Additional Title and Exam Information](#)

[Test Information Guide](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

**NOTE:** Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.