

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

ACCOUNTANT – 00130

Monthly Salary Range: \$3647-\$5342

Regular Test – No Option
Option MC – Manual Communications
Option SS – Spanish Speaking

General duties: An Accountant performs professional accounting and auditing work involving either the maintenance of general departmental funds or grants accounts or the preparation of related financial reports and statements, or involving the maintenance and examination of a complex support or decentralized accounting system with a variety of detailed control accounts such as federal grants, state funds and ward funds. An Accountant may also maintain, examine and reconcile general account books, records and documents; examines, reconciles and posts information abstracted from detailed account books and related reports; assists in preparing or prepares, examines, reconciles and analyzes difficult statements or reports. The position may also supervise technical and other staff engaged in maintaining a major support accounting system.

Desirable training and experience: Completion of four years of college with courses in business administration and accounting or four years of technical accounting experience; or any equivalent training and experience.

Knowledges tested: Work direction; Financial data analysis; Financial record management; Financial reports; Technical assistance.

Tests and weights: Automated multiple-choice test 100%.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

SS Option Added 6-16-96; MC Option added 1-1-03; Salary 4-1-16 (RC-062-14B);
Counties Updated 7-29-16, Moved to Group A 6-1-12; Counties updated 10-21-16

ACCOUNTANT

Option SS – Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option MC – Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Brown, Clinton, Cook (SS), Crawford, DuPage, Edgar, Effingham, Fayette, Fulton, Henry, Jackson, Jefferson, Jersey, Johnson, Kane, Kankakee, Knox, Lake, LaSalle, Lawrence, Lee, Livingston, Logan, Madison, Montgomery, Morgan (MC), Peoria, Perry, Randolph, Rock Island, St. Clair, Saline, Sangamon, Vermilion, Will.

(MC) Indicates Manual Communication Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established and does not represent immediate openings. This listing is based on information currently available and is subject to change.