

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

**Supplementary Examination Announcement**

**ACCOUNTANT ADVANCED– 00133**

Monthly Salary Range: \$3969-\$5913

Regular Test – No Option  
Option SS – Spanish Speaking

General duties: An Accountant Advanced independently performs complex accounting and auditing work involving either the maintenance of a variety of general departmental funds of grants accounts and the preparation, summarization and examination of related financial reports and statements for state or federal usage. The position may also participate in training lower level accountants. The work may also involve performing professional external auditing work of a complex or advanced nature in examining and verifying the accuracy of a wide variety of accounting books, reports, records, documents, statements, and other fiscal and financial related information, operations and procedures. An Accountant Advanced may also perform professional accounting work in maintaining and examining complex departmental budgetary reports and statements for departmental usage or for submission to the Governor's Office of Manager & Budget.

Desirable training and experience: Completion of four years of college with courses in business administration and accounting and two years of professional experience in accounting, external auditing, budgetary planning and control or public accounting; or any equivalent training and experience.

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

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; Salary 4-1-16(RC-062-16B); Counties Updated 7-20-16; Moved to Group A 6-1-12

## **ACCOUNTANT ADVANCED**

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.

Counties in which positions are established: Adams, Brown, Clinton, Cook (SS), Crawford, Fulton, Henry, Jefferson, Johnson, Kane, Knox, Lake, LaSalle, Randolph, Sangamon, Union, Will, Williamson.

(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.