

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CAPITAL DEVELOPMENT BOARD ACCOUNT TECHNICIAN

POSITION CODE: 06515  
Effective: 07-01-2005

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs technical accounting work at the Capital Development Board by maintaining established general account books on various computerized record systems; verifies a variety of complex financial documents including vouchers, invoices, requisitions, and inventory lists which may require cross-reference with contractual agreements or other documents; posts financial information to journals, registers, and ledgers; closes detailed account books; prepares financial statements and reports; assists accountants in maintaining a complex accounting system and preparing difficult financial reports and statements.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Obligates contracts and contract changes, selecting the appropriate funds according to established procedures.
2. Reconciles account discrepancies by searching for errors through automated records, and entering corrected information.
3. Conducts state property physical inventories to assure that items in the inventory system are properly located and accounted for.
4. Reviews construction contracts and modifications prior to being executed for availability of funds.
5. Reviews contracts, purchase orders, change orders and modifications for proper project number and the availability of funds and makes entries into the automated accounting system.
6. Reviews travel vouchers for accuracy and completeness, posts to automated system, reviews timekeeping records and enters information.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college and completion of an approved training course or three years of related clerical bookkeeping experience.

## CAPITAL DEVELOPMENT BOARD ACCOUNT TECHNICIAN (Continued)

### Knowledges, Skills and Abilities

Requires working knowledge of CDB accounting techniques and procedures contained in written procedures manual.

Requires working knowledge of state or non-state accounting procedures.

Requires working knowledge of office methods and procedures, and associated manual and automated office equipment regularly used, i.e. personal computers and associated applications software utilization, calculator, copier, etc.

Requires working knowledge of principles and functions of computerized office accounting procedures and processes and operational use of the Statewide Accounting Management System.

Requires ability to apply established accounting techniques.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communications skills.