



STATE OF ILLINOIS  
COMPTROLLER  
SUSANA A. MENDOZA

**CAREER OPPORTUNITY  
NOTICE OF VACANT POSITION**

**Position Title: Accounting Specialist**  
**Division: Operations**  
**Section: State Accounting**  
**Unit: Funds, Receipts & Collections**

**Full-Time**  
**Salary: \$27,648 - \$55,000**  
**Union: IFT/Teamsters**  
**Posting Number: 18-008**

**Description on Duties/Essential Functions:**

Under the direction of the Funds, Receipts and Collections Unit Supervisor the Accounting Specialist will primarily assist with daily operation of the Involuntary Withholding program. The Accounting Specialist will be required to respond to debtor and state agency phone calls, emails and written correspondence. They will be responsible for providing support to State Agencies and Universities with IDROP (Illinois Debt Recovery Offset Portal) questions. This position also assists with processing the daily receipt transactions

**Education and Experience:**

Requires knowledge, skill and mental development equivalent to completion of two years of college and one year of technical accounting experience or four years of related clerical bookkeeping experience. Requires extensive knowledge of office methods and procedures; ability to use mainframe and microcomputer programs; ability to operate commonly used manual and automated office equipment and perform routine maintenance; ability to use analytical and fact-finding techniques; requires working knowledge of accounting techniques and procedures and the ability to analyze routine accounting records and documents. This position requires long periods of sitting, repetitive hand movement and the ability to lift up to 45 pounds.

**Work Location:**

Illinois Office of the Comptroller  
325 West Adams Street  
Springfield, IL 62704

**How to Apply:**

The Accounting Specialist position requires a written and touch screen, "Comptroller Accounting Specialist" examination, administered by the Department of Central Management Services (CMS). This examination is part of the continuous examination program administered by CMS. Examination instructions are included in the Comptroller's Application for Employment package.

**Applicants are required to take with them to CMS a form signed by the IOC's Human Resources Director, authorizing CMS to administer to them the "Comptroller Accounting Specialist" examination.**

Applications can be found on the State of Illinois Comptroller Susana A. Mendoza website, <http://illinoiscomptroller.gov/employment/> or by visiting the Office of the Comptroller, 325 West Adams, Springfield, IL 62704.

**Applicants must submit the Comptroller's application and their original CMS grade by the closing date of this posting in order to be considered for this position.** A detailed resume may also be attached. Complete applications with grade notice should be submitted to:

Michele Cusumano  
Human Resources  
IL Office of the Comptroller  
325 West Adams,  
Springfield, IL 62704

**Last date to apply: March 23, 2018**

The Illinois Office of the Comptroller is an Equal Opportunity Employer.