



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

CAREER OPPORTUNITY
NOTICE OF VACANT POSITION

Position Title: Accounting Specialist
Division: State Accounting
Section: Operations
Unit: Obligations

Full-Time
Salary: \$44,448 - \$64,602
Union: IFT/Teamsters
Posting Number: 22-030

Description on Duties/Essential Functions:

Under the direction of the Obligations Unit Supervisor, the primary responsibility of the Accounting Specialist is to pre-audit obligation documents (contracts, purchase orders, grants, leases, etc.) to ensure conformity to statutory requirements and Comptroller's rules and regulations. Pre-auditing includes review of obligations documents and verification that the abstract information provided to the Comptroller's office accurately reflects the intent of the obligations documents and is entered in the State Accounting Management System (SAMS). The Accounting Specialist is responsible for working with agency representatives to resolve issues with either the documentation or data entered in SAMS. The Obligations Unit also maintains electronic libraries of contracts and signature cards.

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 computer 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 may require long periods of sitting, repetitive hand movement, long periods of screen time and the ability to lift up to 50 pounds.

Work Location:

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

How to Apply:

To apply for this position, applicants must submit the Comptroller's application and any applicable grade notice by the closing date of this posting in order to be considered for this position. (The IOC Accounting Specialist is equivalent to an Account Technician or higher. Grade notices that are equivalent to this title may be acceptable.)

Illinois Office of Comptroller applications can be found on the State of Illinois Comptroller Susana A. Mendoza website, <http://illinoiscomptroller.gov/employment/>. **No other application, including the CMS100, will be accepted when applying for IOC positions.**

Complete applications should be submitted to:

Human Resources

Incoming@illinoiscomptroller.gov

Human Resources

IL Office of Comptroller

**325 West Adams,
Springfield, IL 62704**

Last date to apply: June 24, 2022

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