



STATE OF ILLINOIS
COMPTROLLER
SUSANA A. MENDOZA

**CAREER OPPORTUNITY
NOTICE OF VACANT POSITION**

Position Title: Accounting Specialist
Division: Operations
Section: Accounting Operations
Unit: Funds, Receipts and Collections

Full-Time
Salary: \$27,648 - \$55,000
Union: IFT/Teamsters
Posting Number: 18-043

Description on Duties/Essential Functions: Under direct supervision of the Public Service Administrator - Funds, Receipts and Collections Unit; answers phone inquiries and provides verification information to claiming agencies and debtors; processes debtor protests and scans the information into IDROP; approves receipt deposits.

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.

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 (or similar Account Technician I or II) administered by the Department of Central Management Services (CMS). (Examination instructions are included in the Comptroller's Application for Employment package.) The Office of the Comptroller will also accept a qualifying grade notice from the Account Technician I or II exam.

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, or applicants may request similar examination, Account Technician I or II.

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. No other application, including the CMS100, will be accepted.

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: December 20, 2018

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