



STATE OF ILLINOIS  
COMPTROLLER  
SUSANA A. MENDOZA

**CAREER OPPORTUNITY  
NOTICE OF VACANT POSITION**

**Position Title: Accounting Specialist**  
**Division: Operations**  
**Section: State Accounting**  
**Unit: Payroll**

**Full-Time**  
**Salary: \$27,648 - \$55,000**  
**Union: IFT/Teamsters**  
**Posting Number: 19-016**

**Description on Duties/Essential Functions:** Under administrative direction of the Public Service Administrator- Payroll Unit; determines State Agency and State employee liability for FICA and Medicare; assists State agencies with reconciliation of their FICA and Medicare accounts; reconciles end of month reports to balance with Federal and State taxes, FICA, and Medicare; maintains the position classification number files; assists in maintaining the overall workload of the payroll unit. Acts as a back-up for various other payroll units.

**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 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). The Office of 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 the "Comptroller Accounting Specialist" examination; or applicants may request similar examination, Account Technician I or II, which does not require the form from IOC Human Resources.

Applications can be found on the State of Illinois Comptroller Susana A. Mendoza website, <http://illinoiscomptroller.gov/employment/> or by visiting the Office of Comptroller, 325 West Adams, Springfield, IL 62704. No other application, including the CMS100, will be accepted when applying for IOC positions.

To apply for this position, 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 Comptroller**  
**325 West Adams,**  
**Springfield, IL 62704**

**Last date to apply: June 25, 2019**

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