



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

CAREER OPPORTUNITY NOTICE OF VACANT POSITION

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

Full-Time
Salary: \$44,448 - \$64,602
Union: IFT/Teamsters
Posting Number: 20-018

Description on Duties/Essential Functions: Under direction of the Public Service Administrator, Supervisor of Adjustments Unit, receives and processes undeliverable warrants, notifies agency of returned warrants, and mails or cancels warrants according to agency request.

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 knowledge of office methods and procedures; ability to use computer programs and ability to operate commonly used manual and automated office equipment and perform routine maintenance.

Work Location:

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

How to Apply:

To apply for this position, applicants must submit the Comptroller's application and their grade notice by the closing date of this posting in order to be considered for this position. **For this posting only:** The Office of Human Resources will accept a current or past (expired) qualifying grade notice for the Comptroller's Accounting Specialist, or Account Technician I or II exam.

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 with grade notice should be mailed or emailed to:

Michele Cusumano
Human Resources
IL Office of Comptroller
325 West Adams,
Springfield, IL 62704
Michele.Cusumano@Illinoiscomptroller.gov

Last date to apply: August 4, 2020

The Illinois Office of Comptroller is an Equal Opportunity Employer.