



ACCOUNTING ASSISTANT:

The Accounting Assistant supports the agency's financial operations by performing a wide range of accounting, budgeting, and administrative tasks in accordance with state policies and procedures. This position ensures accurate and timely processing of vouchers, receipts, refunds, deposits, and reports; supports budget development and legislative submissions; and provides essential backup for property management and travel coordination.

Duties/Responsibilities:

Accounts Payable and Vouchers

- Assist with the preparation and processing of agency vouchers funded by federal or state general revenue in accordance with the Statewide Accounting Management System (SAMS) and System Application and Products (SAP) data processing system.
- Maintain hard copy files for all financial documents to ensure organized and accessible recordkeeping.

Cash Receipts and Refunds

- Process agency receipts or refunds, including preparing deposits into the State Treasury and posting funds to appropriate agency accounts.
- Assist in maintaining and updating the cash receipts ledger; reconciling monthly with Illinois Office of the Comptroller records and preparing monthly reports.

Accounting and Financial Reporting

- Assist in the preparation of accounting documents required by the Illinois Office of the Comptroller.
- Assist with the submission of the monthly Debt Transparency Act report to the Illinois Office of the Comptroller.

Budget and Legislative Support

- Assist in compiling and submitting budget forms (ISLs) for presentation to the Illinois General Assembly.

Inventory

- Designated as either the primary or backup Property Control Officer, contingent upon existing assignments within the agency.
- Assist in reviewing and verifying the accuracy of inventory reports.



Travel Coordination

- Designated as either the primary or backup as the agency's representative for the Higher Education Travel Control Board.

Other Responsibilities:

- Perform other duties as assigned, including cross-training, serving as backup for other accounting functions as needed and occasional travel.

Minimum Qualifications:

- High school diploma or equivalent.
- Any one or combination totaling one (1) year (12 months) from the categories below:
 - A. Course work in accounting, as measured by the following conversion table or its proportional equivalent:
 - 1. 6 semester hours equals one (1) year (12 months)
 - B. Course work in any discipline as measured by the following conversion table or its proportional equivalent:
 - 1. 30 semester hours equals one (1) year (12 months)
 - C. Work experience that could include bookkeeping, office support, or closely related experience.

Additional Desirable Qualifications:

- Knowledge of bookkeeping and accounting practices and procedures.
- Ability to compile complex financial records and prepare routine financial reports or statements.
- Knowledge of and ability to create computer spreadsheets and databases.
- Ability to work independently and exercise judgment.
- Organization and time management skills.
- Experience in state accounting procedures and computer systems.
- Demonstrated communication skills.

Salary and Benefits:

- Salary range: \$38,000.00 - \$43,000.00 /year
- State Competitive Employee Benefits ([FY 2026 Benefit Choice - State Employees Group Insurance Program](#))
- Be Well Illinois: [Be Well Illinois](#)
- State University Retirement System: [SURS In Brief.pdf](#)



Required Applicant Documents:

- Resume
- Cover Letter
- Illinois Community College Board application ([APPLICATION FOR EMPLOYMENT](#))

Please Note: These documents are required to be submitted via email to iccb.careers@illinois.gov to complete the application process.

Optional Applicant Documents:

- Transcripts
- DD-214 - To be eligible for Veteran's Preference points on the exam, appropriate military service documentation such as a DD-214 must be submitted prior to the application deadline.

Special Instructions for Applicants:

Please fully complete the entire application including, but not limited to, the education and work history portions. Be specific on your work history, including employment dates and duties for all positions held. Please do not put "see resume" in the duties and responsibilities section of the work history. This will be considered an incomplete application and incomplete applications will not be considered.

The Civil Service examination for this classification is based on your application materials and responses to the supplemental questions. No participation other than submission of applicant materials are required from applicants that qualify to take the exam. If you meet the minimum required qualifications for this position, you will receive a score calculated based on your education and experience, and your name will be placed on the active employment register by exam score. After the application deadline, the names within the top three scores will be referred to the department for interview. Register will be cleared after position is filled.

Important Information for Applicants:

This position requires a criminal background investigation and, if applicable, an employment history review. Any offer of employment is contingent upon successfully passing these checks. Employment may not commence until the results of the background investigation have been reviewed and approved by Human Resources.

The ICCB is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.