

ACCOUNT TECHNICIAN II – The Account Technician II reports directly to the Director for Finance and Operations and has the following responsibilities:

1. Performance – Regular Assignments:

- a. Assist with the preparation and processing of agency vouchers, obligations, and appropriation transfer requests according to the Statewide Accounting Management System requirements.
- b. Assist with agency grant expenditures and transactions on the Generalized Accounting System (GAS) and Accounting Information System (AIS); maintain hard copy files for all documents.
- c. Perform all timekeeping operations.
- d. Audit travel vouchers and process travel payments.
- e. Perform Vehicle coordinator duties such as maintaining vehicle reports and records of services and assign vehicles to travelers.
- f. Maintain the cash receipts ledger.
- g. Assist with the processing of agency receipts and refunds for deposit into the state treasury.
- h. Assist in preparation of accounting documents required by the Illinois Office of the Comptroller.
- i. Assist in preparation of the budget forms (ISLs) for submission to the General Assembly.
- j. Assist with fixed asset system to transfer of surplus property.
- k. Backup the front desk and main phone line.
- l. Perform other duties as requested by the Director of Finance and Operations and the Deputy Director for Finance and Administration.

Minimum Qualifications

1. Any one or any combination of the following types of preparation that totals 1.0 units using the following conversation rates:
 - 2 years of “a” = 1.0 unit
 - 9 semester hours of “b” = 1.0 unit
 - 90 semester hours in “c” = 1.0 unit
- a. Work experience performing general office and accounting duties such as reviewing documents, coding documents, preparing reports, preparing statements
- b. College course work in accounting
- c. College course work in any curriculum

Amounts of experience and training less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

Other Minimum Acceptable Qualifications

1. Experience with bookkeeping and accounting practices and procedures.
2. Ability to compile complex financial records and prepare routine financial reports and statements.
3. Knowledge of and ability to create computer spreadsheets and databases.
4. Ability to work independently and exercise judgment.
5. Demonstrated communication skills.

Additional Desirable Qualifications

1. Experience in state accounting procedures and computer systems.