

**ACCOUNT TECHNICIAN II:** The Account Technician II reports directly to the Senior 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, contracts, and ad hoc requests according to the Statewide Accounting Management System requirements.
- b. Assist with agency grant expenditures and transactions on the Generalized Accounting System (GAS), System Application, and products in Data Processing System (SAP) and Accounting Information System (AIS); maintain hard copy files for all documents.
- c. Audit travel vouchers and process travel payments.
- d. Prepare and monitor division travel budgets.
- e. Maintain the cash receipts ledger (back up).
- f. Assist with the processing of agency receipts and refunds for deposit into the state treasury.
- g. Assist in preparation of accounting documents required by the Illinois Office of the Comptroller.
- h. Assist in preparation of the budget forms (ISLs) for submission to the General Assembly, as needed.
- i. Serve as the agency Property Control Officer; manage fixed asset system and the transfer of surplus property.
- j. Backup the Board’s Vehicle Coordinator, mail, and messenger service coordinator.
- k. Perform other duties as requested by the Director for Finance and Operations, Senior Director for Finance and Operations, and Deputy Director for Finance and Administration.

**2. Liaison:**

- a. Illinois Office of the Comptroller
- b. Department of Central Management Services
- c. Illinois State Treasurer

**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, and 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.*

Account Technician II (Continued)

**Other Minimum Acceptable Qualifications**

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

**Additional Desirable Qualifications**

1. Experience in state accounting procedures and computer systems.
2. Demonstrated communication skills.