



ACCOUNTING ASSISTANT:

The Accounting Assistant supports financial operations, reporting, budget preparation, and property management to ensure compliance and efficient agency processes.

Performance – Regular Assignments:

Financial Operations:

- Assist with the preparation and processing of agency vouchers, obligations, contracts, and ad hoc requests according to the Statewide Accounting Management System (SAMS) and System Application and Products (SAP) data processing system; maintain hard copy files for all documents.
- Process agency receipts and refunds for deposit into the state treasury.
- Serve as backup for maintaining the cash receipts ledger.

Reporting and Compliance:

- Assist in the preparation of accounting documents required by the Illinois Office of the Comptroller.
- Assist in the preparation of the budget forms (ISLs) for submission to the General Assembly.
- Serve as backup in the preparation of the monthly Debt Transparency Act report for the Illinois Office of the Comptroller.

Asset Management:

- Serve as the agency Property Control Officer; manage the fixed asset system and oversee the transfer of surplus property.

Other Responsibilities:

- Perform other duties as assigned.

Minimum Qualifications:

- High school diploma or equivalent.
- Any one or combination totaling one (1) year from the categories below:
 - Course work in accounting, as measured by the following conversion table or its proportional equivalent:
 - 6 semester hours equals one (1) year
 - Course work in any discipline as measured by the following conversion table or its proportional equivalent:
 - 30 semester hours equals one (1) year
 - 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 reports or statements.
- Knowledge of and ability to create computer spreadsheets and databases.
- Experience in state accounting procedures and computer systems.
- Ability to work independently and exercise good judgment.