



**Accounting Officer:** This position will perform highly complex duties that require independent judgment and initiative, extensive knowledge of bookkeeping procedures, and a working knowledge of accounting principles and practices. The Accounting Officer will play a critical role in financial management and contributes to the overall efficiency of the operation.

**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 System Application and products in Data Processing System (SAP); maintain hard copy files for all documents.
- c. Maintain the cash receipts ledger.
- d. Assist with the processing of agency receipts and refunds for deposit into the state treasury (back up).
- e. Audit travel vouchers and process travel payments.
- f. Prepare monthly Debt Transparency Act reports for the Illinois Office of the Comptroller.
- g. Assist in preparation of accounting documents required by the Illinois Office of the Comptroller.
- h. Serve as the agency’s representative for the Higher Education Travel Control Board.
- i. Backup the Board’s Vehicle Coordinator or Property Control Officer, and perform these duties in the absence of an assigned coordinator.
- j. Provide training for the Accounting Assistant position in the absence of an Accounting Specialist.
- k. Perform other duties as assigned

**2. Liaison:**

- a. Illinois Office of the Comptroller
- b. Department of Central Management Services
- c. Higher Education Travel Control Board

**Minimum Qualifications**

1. High school diploma or equivalent.
2. Any one or combination totaling two (2) years (24 months) from the categories below:
  - A. Course work in accounting, as measured by the following conversion table or its proportional equivalent:
    - a. 9 semester hours equals two (2) years (24 months)
  - B. Course work in any discipline as measured by the following conversion table or its proportional equivalent:
    - a. 30 semester hours equals one (1) year (12 months)
    - b. Associate degree (60 semester hours) equals eighteen (18) months

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- c. 90 semester hours equals two (2) years (24 months)
- C. Work experience in bookkeeping, office support, or closely related experience.

**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.
5. Time management skills.

**Additional Desirable Qualifications**

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