

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

ACCOUNTANT SUPERVISOR – 00135

Monthly Salary Range: \$4377-\$6581

Regular Test – No Option

Option SS – Spanish Speaking

General duties: An Accountant Supervisor serves as a full line supervisor of a small staff of one to three professional personnel and a medium sized staff of six or more technical and sub-professional personnel engaged in maintaining a complex accounting subsystem involving general departmental funds or grants or in external auditing work in examining and verifying the accuracy of a wide variety of accounting books, reports, records, documents, statements, and other fiscal and financial related information or in maintaining and examining complex departmental budgetary reports and statements for use in the department or for submission to the Governor's Office of Management & Budget.

Desirable training and experience: Completion of four years of college with courses in business administration and accounting and two years of professional experience in accounting, external auditing, budgetary planning and control or public accounting; or any equivalent training and experience.

Knowledges tested: Work direction; Financial data analysis; Financial record management; Financial reports; Technical assistance; Audits.

Tests and weights: Automated multiple-choice test 100%.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

SS Option Added 6-16-96; Salary 4-1-16(RC-062-18B); Counties Updated 3-29-13; Moved to Group A 6-1-12

ACCOUNTANT SUPERVISOR

Option SS – Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Adams, Christian, Clinton, Cook (SS), Fayette, Kane, Kankakee, Lake, LaSalle, Lawrence, Lee, Logan, Macon, Madison, Montgomery, Morgan, Randolph, Rock Island, Sangamon, Union, Vermilion, Will.

Counties listed include all counties in which positions have been established and does not represent immediate openings. This listing is based on information currently available and is subject to change.