

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

ACCOUNTANT I

Position Code: K0151

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, performs beginning level professional accounting, internal auditing and/or budgetary planning work; performs routine professional accounting work involving the maintenance of general account books and preparation of simple financial statements, the limited internal auditing of financial records and documents, and/or the routine analysis of budgetary data; receives orientation and training in professional accounting methods and techniques relative to area of responsibility.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Performs routine maintenance of general account books and examines financial records; prepares and reconciles routine departmental fund or grant accounts; assists higher level professional accountants in the maintenance of complex departmental accounting systems and in the preparation of complex accounting reports and statements.
2. Performs routine auditing work in assuring the accuracy and compliance with established accounting procedures; assists higher level professional accountants in performing audits in conjunction with the internal auditing program; assists in the preparation of routine internal audit reports.
3. Receives orientation in the principles, methods and techniques relative to budgetary planning and control; assists higher level professional staff in maintaining budgetary control accounts and in preparing routine budgetary reports and statements.
4. Performs other related duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in accounting and business administration or any equivalent combination of related technical accounting experience equivalent to four years of college.

ACCOUNTANT I (Continued)

Knowledge, Skills and Abilities

Requires elementary knowledge of accounting principles and practice.

Requires elementary knowledge of standard office accounting equipment and machines.

Requires ability to prepare financial statements and reports.

Requires ability to analyze routine accounting records and documents.

Requires ability to perform detailed work involving numerical and financial data and to make rapid and accurate arithmetic calculations manually or by machine.

Require willingness to travel and possession of a valid Illinois drivers' license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - October 11, 1977

Effective - October 16, 1977

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year