

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

ACCOUNTANT II

Position Code: K0152

DISTINGUISHING FEATURES OF THE CLASS

Under direction, performs professional accounting and auditing, internal auditing or budgetary planning work; performs professional accounting work in maintaining detailed general fund or grant accounts or a complex support accounting system, in performing professional internal auditing, and/or in analyzing and maintaining budgetary control accounts.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Performs professional accounting work in the maintenance of general departmental funds or grants accounts or in the maintenance and examination of a complex support accounting system with a variety of detailed control accounts; analyzes more complex financial statements and reports; prepares detailed financial statements and reports; may supervise technical or paraprofessional staff in maintaining support accounting system.
2. Performs professional internal auditing work in analyzing and assuring the accuracy and compliance to procedure of accounting record, reports and related financial information; performs detailed audits in accordance with an established internal auditing program; prepares internal audit reports.
3. Performs professional accounting work in the analysis and maintenance of budgetary control accounts and budgetary management documents; prepares routine budgetary reports and statements; assists in the preparation of reports on future budgetary needs and plans; may supervise small technical or paraprofessional staff in maintaining budgetary control data and accounts.
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 course work in accounting and business administration and one year of professional accounting or auditing experience, or any equivalent combination of education and experience.

Knowledge, Skills and Abilities

Requires elementary knowledge of state accounting laws, regulations and policies.

ACCOUNTANT II (Continued)

Requires working knowledge of professional accounting and auditing procedures, methods and techniques.

Requires working knowledge of standard office accounting equipment and machines.

Requires ability to analyze more complex accounting records and reports.

Requires ability to perform detailed work including written or numerical data to make arithmetic calculations accurately either by machine or manually.

Requires ability to prepare more complex accounting and auditing statements and reports.

Requires ability to identify irregularities and non-compliance with law and established accounting procedures.

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 and Eligibility: 1 year