

**ACCOUNTING ASSISTANT:** The Accounting Assistant reports directly to the Senior Director (or Director) for Finance and Operations and has the following responsibilities:

**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 Generalized Accounting System (GAS) and System Application and Products (SAP) in data processing system; maintain hard copy files for all documents.
- c. Audit travel vouchers and process travel payments.
- d. Prepare and monitor division travel budgets.
- e. Maintain the cash receipts ledger (back up).
- f. Assist with the processing of agency receipts and refunds for deposit into the state treasury.
- g. Assist in preparation of accounting documents required by the Office of the Comptroller.
- h. Assist in preparation of the budget forms (ISLs) for submission to the General Assembly, as needed.
- i. Serve as the agency Property Control Officer; manage fixed asset system and the transfer of surplus property.
- j. Perform other duties as requested by the Senior Director (or Director) for Finance and Operations, and Deputy Director for Finance and Administration.

**2. Liaison:**

- a. Illinois Office of the Comptroller
- b. Department of Central Management Services
- c. Illinois State Treasurer

**Minimum Qualifications**

1. Any one or combination totaling one (1) year from the categories below:
  - a. Course work in accounting, as measured by the following conversion table or its proportional equivalent:
    - 6 semester hours equals one (1) year
  - b. Course work in any discipline as measured by the following conversion table or its proportional equivalent:
    - 30 semester hours equals one (1) year
  - c. Work experience which could include bookkeeping, office support, or closely related experience.

**Additional Desirable Qualifications**

1. Knowledge of bookkeeping and accounting practices and procedures.
2. Ability to compile complex financial records and prepare routine reports or statements.
3. Knowledge of and ability to create computer spreadsheets and databases.
4. Experience in state accounting procedures and computer systems.
5. Ability to work independently and exercise good judgment.