



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: April 18, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Wednesday, April 19, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, May 2, 2017**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM IV

Finance Manager
Bureau of Investigations and Compliance
Office of Finance and Administration
Springfield

Attachments
41261

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, May 2, 2017, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager IV	Salary Range:	\$5,015 - \$9,155
Position Title:	Finance Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-40-900-00-02	IPR#:	41261

Office/Central Bureau/District/Work Address:

Office of Finance & Administration/Bureau of Investigations & Compliance/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for supervising and coordinating the activities of the Bureau of Investigations & Compliance ensuring that all state and federal fiscal transactions are administered in a professional and timely manner and in accordance with applicable federal, state and departmental policies and procedures.

Special Qualifications:

Required:

- Valid driver's license

Desired:

- Four years of college preferably with major courses in accounting, external audits, budgetary and control or public accounting
- Five years' experience in accounting, external audits, budgetary and control or public accounting or equivalent combination of experience and training
- Working knowledge of governmental operations and finances
- Working knowledge of research and statistical methods and techniques

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	8-4-2016	POSITION:	Finance Manager
APPROVED BY:	<u>Bruce Harmening</u>	OFFICE/DIVISION:	Office of Finance & Administration/Bureau of Investigation & Compliance
CODE:	PW414-23-40-900-00-02	REPORTS TO:	Bureau Chief of Investigations & Compliance

Position Purpose

This position is accountable for supervising and coordinating the activities of the Bureau of Investigation & Compliance Finances ensuring that all state and federal fiscal transactions are administered in a professional and timely manner and in accordance with applicable federal, state and departmental policies and procedures.

Dimensions

Subordinates:	1 Direct
Divisions Operating Budget:	\$5 Million Annually
Motor Carrier Safety Asst. Program Budget:	\$10 Million Annually

Nature and Scope

This position reports to the Bureau Chief of Investigations & Compliance as do the Investigations Section manager, Construction Compliance Section manager, Commercial Vehicle Safety Section Manager, Financial Review & Investigations section manager, Fiscal Control Specialist, Personnel Manager and Executive Secretary II. Reporting to this position is an Accountant Advanced.

This position is responsible for supervising and coordinating the fiscal accounting activities within the Bureau of Investigations. As a primary resource in fiscal matters, this position furnishes assistance, information and support in the development of the Bureau's budget requests, including computerized preparation of Illinois State Legislature (ISL) and Senate appropriation forms. S/He works closely with the Department's Bureau of Budget and Fiscal Management and Bureau of Business Services on fiscal and administrative matters relating to the Bureau's operating budget and accounting functions.

Typical problems include analyzing and evaluating budgetary needs and formulating recommendations for ensuring compatibility between those needs and available funds. The position must effectively communicate with all levels of department management as well as resolve vendor inquiries. The greatest challenge to this position is to provide accurate monitoring and analysis of expenditures to enhance the budget decision-making process for the Bureau. Additionally, the position must ensure that all reimbursement functions are performed efficiently and in accordance with federal and state requirements.

The incumbent prepares the necessary correspondence to the National Highway Traffic Safety Administration (NHTSA), the Federal Motor Carrier Safety Administration, and the Federal Highway Administration (FHWA) in order to obligate federal funds for each activity in the Highway Safety Plan and Commercial Vehicle Safety Plan. The processes for receiving these funds are complicated in that it is necessary to consider the policies and procedures of federal agencies.

Since these programs have distinct fiscal operations and the federal funding is essential to them, the incumbent's role is significant to the administration of the Highway Safety Programs and the Motor Carrier Safety Assistance Program.

The incumbent monitors the programs to identify cost under runs and overruns in project costs and adjusts obligations accordingly. S/He is in contact, as necessary with fiscal officers of NHTSA, FMCSA, and FHWA on matter affecting the status of federal funds. The position monitors office expenditures in order to advise managers of surpluses or shortfalls; processes the bureau's operating budget request; interprets Departmental policies and procedures relative to the Bureau's financial activities and prepares responses to vendor inquiries. This position reviews and distributes various financial reports to Bureau's management and to other departmental offices.

This position accomplishes accountabilities through the following staff:

Accountant Advanced who perform fiscal accounting duties for the Bureau's operations budget and budgets for the Highway Safety Program, Motor Carrier Safety Assistance Program and Diesel Emissions Testing Fund which are subject to federal audit. The incumbents prepares requests for requisitions, process invoices for payment, monitor expenditures, obligate funds for procurement of goods and services, order supplies and prepare monthly budget status reports.

The incumbent has freedom to exercise initiative in the execution of his/her duties in that there are daily changes to the status of operating and program funds which must be identified and acted upon. S/He takes action to ensure that all program administrators are aware of the current status of funds and alerts them to potential administrative fiscal problems. The incumbent is guided by policies of the Bureau of Investigations & Compliance, federal and state fiscal policies and procedures, and the Department of Transportation fiscal policies. S/He has the responsibility of processing salary increases, training subordinates and performing evaluations of unit personnel.

The incumbent has internal contacts with the Office of Finance and Administration, Office of Program Development, Office of Highways Project Implementation, and the Office of Chief Counsel for the purpose of accomplishing fiscal activities for the bureau. Externally, the incumbent has contacts with NHTSA, FMCSA, FHWA, and other state agency partners, as well as the Office of the Comptroller, Department of Central Management Services, and the Illinois State Legislature. Travel to attend federal fiscal management conferences and training sessions is required.

The effectiveness of this position is measured by the quality and timeliness of the bureau's fiscal transactions as well as the integrity of all fiscal accounting activities in the bureau.

Principal Accountabilities

1. Directs and supervises the maintenance of ledgers reflecting the status of federal funds and the Bureau's operating funds via the Road Fund.
2. Reviews budgetary controls to ensure fiscal accountability that would withstand an audit compliance test.
3. Prepares state budgetary forms required to obtain state appropriations.

4. Monitors transactions against the Highway Safety Fund and the Motor Carrier Safety Fund to ensure that the State is reimbursed on a timely basis.
5. Prepares correspondence to the National Highway Traffic Safety Administration, the Federal Motor Carrier Safety Administration, and the Federal Highway Administration to obligate, de-obligate and/or transfer federal funds to appropriate program tasks.
6. Trains and evaluate subordinate personnel to ensure a well-developed and competent staff.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.