



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: August 8, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 9, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, August 22, 2017**. Applications will not be accepted after that time and date.

NOTE: 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.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM III

Accounting Support Specialist
Bureau of Business Services
Office of Finance & Administration
Springfield

Attachments
42159

Technical Applications [PM1080 rev 6/1/17](#)****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, August 22, 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: 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 III	Salary:	\$4,670 - \$6,483*
Position Title:	Accounting Support Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-40-802-11-01	IPR#:	42159

Office/Central Bureau/District/Work Address:

Office of Finance and Administration/Bureau of Business Services/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for providing support for the maintenance of the operating budgets and obligating of contracts for the Central Office including the Office of the Secretary, Office of Project Development, the Office of Planning and Programming, the Office of Business and Workforce Diversity, and two bureaus within the Office of Finance and Administration; and scanning and coding of all invoices for these areas.

Special Qualifications:

Desired:

- Four years of college preferably with major courses in business, economics, statistics, public finance or public administration
- Four years of experience in business administration, statistics, public finance or accounting activities
- Experience in state accounting practices
- Knowledge of the department's Fiscal Operation and Analysis (FOA) System
- Strong oral and written communication skills
- Strong organizational skills

Shift/Remarks:

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

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	May, 2014	POSITION:	Accounting Support Specialist
APPROVED BY:	<u>Lori Campbell</u>	OFFICE/DIVISION:	Finance & Administration / Bureau of Business Services
CODE:	PW413-23-40-802-11-01	REPORTS TO:	Accounting Unit Chief

Position Purpose

This position is accountable for providing support for the maintenance of the operating budgets and obligating of contracts for the Central Office including the Office of the Secretary, Central Division of Highways, the Office of Planning and Programming, the Office of Business and Workforce Diversity, and two bureaus within the Office of Finance and Administration as well as scanning and coding of all invoices for these areas.

Dimensions

Operating Budget	\$72 Million Annually
Consultant Budgets	\$78 Million Annually
Contract Obligation Documents	350+ per Fiscal Year
Special Projects	3 – 10 Annually

Nature and Scope

This position reports to the Accounting Unit Chief. This position will frequently direct the activities of Central Office staff in budget monitoring duties, payment of bills and obligation of contracts.

The incumbent is personally responsible for providing expertise and direction for the Office of the Secretary, Central Division of Highways, the Office of Planning and Programming, the Office of Business and Workforce Diversity and two bureaus within the Office of Finance and Administration in the obligation of contracts. S/He researches contract/obligation issues for the Central Office and makes recommendations for solutions to these problems. The incumbent assists in the development of spending plans, quarterly budget reports, status reports and special studies as requested. S/He recommends the equitable distribution of funds to ensure that program objectives are accomplished and assists in the development of strategies to fund unanticipated projects.

Typical problems include analyzing and evaluating budgetary needs in a frequently changing environment and formulating recommendations for ensuring compatibility between those needs and available funds. This requires thorough analyses of the facts and possible impacts of different decisions. The incumbent must effectively communicate with all levels of department management.

The incumbent prepares Contract Obligation Documents (CODs) needed for securing authorized funding levels and payment authority status in compliance with the Comptroller's Statewide Accounting Management System (SAMS) and the department's Fiscal Operations and Analysis (FOA) system, codes approved invoices for payment by utilizing detail object codes established by Illinois Office of the Comptroller (SAMS) ensuring availability of funding, scans all associated documents noting required fields for indexing and when necessary supports the Accounting Unit in invoice processing. The incumbent prepares reports for those Central Offices under the financial services' umbrella of the Bureau of Business Services. The incumbent is charged with the preparation of Miscellaneous Remittance Statements and Accounts Receivable Remittance Statements for all of the noted Central offices. It is imperative that these documents be completed in an accurate and timely manner. S/he enters Request for Requisition into the FOA system. Upon receiving approvals from the required parties, including Central Management Services (CMS), the finalized requisition is entered with the assigned CMS number. A cross check of SAMS is conducted to ensure the transfer of information from our office, to CMS, to the Comptroller is accurate and valid. On a bi-monthly basis, this position is responsible for the preparation of the Truck Weight Inspection Payroll for the Illinois State Police (ISP). Upon receiving

information from the ISP, this position must accurately enter data into FOA and notify various offices within IDOT of the availability of this information.

The incumbent has freedom to accomplish the responsibilities but is constrained by all departmental policies and procedures. S/He performs the duties of this position in accordance with the SAMS, departmental guidelines and sound accounting procedures. Matters of a unique nature are referred to the immediate supervisor with recommendations for solution.

The incumbent has frequent contact with all IDOT Central Office bureaus. Externally, s/he will occasionally be in contact with the Office of the Comptroller and the Office of Management and Budget.

The effectiveness of this position is measured by the timeliness of handling contractual/obligation issues and the innovative solutions to resolve any problems.

Principal Accountabilities

1. Prepares Contract Obligation Documents for all contractual and blanket obligations.
2. Monitors fiscal records to ensure appropriate funding levels.
3. Prepares invoices for processing.
4. Prepares Accounts Receivable statements and Miscellaneous Collections Remittance Statements for all Central Office Bureaus assigned to the BoBS.
5. Prepares bi-monthly Truck Weight Inspection Payrolls for the Illinois State Police.
6. Enters Request for Requisitions into FOA and validates CMS/SAMS entry.
7. Assists in invoice processing.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.