



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: September 6, 2017

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 7, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, September 20, 2017**. Applicants 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.**

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

Financial Services Manager  
Region 2/District 2/Administrative Services  
Highways Project Implementation  
Dixon

Attachments  
42176

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Wednesday, September 20, 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

<b>Classification:</b>	<b>Technical Manager IV</b>	<b>Salary:</b>	<b>\$5,015 - \$7,085*</b>
<b>Position Title:</b>	<b>Financial Services Manager</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW414-23-52-103-00-01</b>	<b>IPR#:</b>	<b>42176</b>

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### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 2/District 2/Bureau of Administrative Services/819 Depot Avenue, Dixon, IL

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### Description Of Duties:

This position is accountable for directing the activities of the Financial Services Section. In addition, the incumbent provides financial analysis and makes recommendations regarding resource utilization.

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### Special Qualifications:

#### **Desired:**

- Four years of college preferably with major courses in business, economics, statistics, public finance and public administration
- Five years' experience in business, economics, public finance and public administration
- Ability to plan, organize and execute administrative or technical program requirements
- Ability to maintain harmonious relationships with employees, agency officials and vendors

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### 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**

<b>DATE:</b>	November 21, 2016	<b>POSITION:</b>	Financial Services Manager
<b>APPROVED BY:</b>	<u>Kevin Marchek</u>	<b>OFFICE:</b>	OHPI/Region 2/District 2
<b>CODE:</b>	PW414-23-52-103-00-01	<b>REPORTS TO:</b>	Administrative Manager

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**Position Purpose**

This position is accountable for directing the activities of the Financial Services Section. In addition, the incumbent provides financial analysis and makes recommendations regarding resource utilization.

**Dimensions**

Staff:	3 Direct
District Budget:	\$46.5 Million
Equipment Inventory:	\$16.5 Million
Accounts Payable Invoices Processed:	\$14,700 Annually
Accounts Receivable Collected:	350 Annually

**Nature and Scope**

This position reports to the Administrative Manager. Reporting to this position are the Account Technician II, the Account Technician I, and the Resource Analyst.

The Financial Services Manager is accountable for the development and administration of the district operational budget. As a result of departmental budget constraints, maximum utilization of resources is extremely important. Extensive analysis is required to effectively develop and allocate the budget in line with the district priorities and programs. Short timeframes and tight deadlines for such work often create a pressurized work environment. Frequent changes in district programs require the incumbent to be perceptive program changes interrelating with expenditures. The incumbent must be aware of operations throughout the district and communicate regularly with district bureau chiefs concerning problem areas needing action.

Typical problems include identifying budgetary needs and developing appropriate justification; detecting budget problems early and developing remedial actions; and maintaining accurate accounting records and ensuring vendor invoices are paid in an expeditious manner. The greatest challenge is to maximize utilization of the district budget by effectively allocating and monitoring budget resources.

The incumbent coordinates district budget requests; identifies and analyzes budget issues; analyzes and recommends approval for service expansions and/or new initiatives; provides budget information to bureaus; and serves as the district liaison to the central Budget Office. The incumbent recommends budget allocations and coordinates the district's spending plan; monitors district expenditures; recommends remedial action to solve budget problems; and prepares budget projections and coordinates transfers. S/He directs processing of account receivables and payables; coordinates district internal/external audits; monitors and enforces compliance with the Illinois Purchasing Act; ensures and interprets accounting procedures; and serves as the district travel coordinator. The incumbent ensures efficient budget resource management, and in doing so, monitors all district equipment requests and recommends approval. In addition, s/he coordinates special resource utilization studies and prepares recommendations for management review.

The incumbent accomplishes accountabilities through the following staff:

Resource Analyst who collects and analyzes financial and operational data to enable district staff to better evaluate the use of its resources and operational efficiency.

Account Technician I and IIs who maintain accounting records and invoice processing, provide record management support; process accounts receivable invoices and remittances, and assist with invoice processing.

The incumbent is governed by departmental budgeting practices, the Comptroller's accounting procedures, and the Illinois Purchasing Act. S/He has considerable latitude to act in such matters as coordinating budget requests, recommending allocations, monitoring subsequent expenditures, and taking action to solve budget problems. The incumbent has total freedom to increase/decrease obligation balances, conduct utilization studies, and direct the activities of staff. Issues of an extreme, complex or sensitive nature shall be referred to the Administrative Manager with recommended solutions.

The incumbent has extensive internal contact with all district bureau chiefs and the Regional Engineer as well as the central Bureaus of Budget and Fiscal Management and Business Services. The incumbent has frequent contacts with the Comptroller's Office, vendors, suppliers, and auditors on contract with the Department.

The effectiveness of this position can be measured by the incumbent's ability to maximize the utilization of the district budget by efficiently allocating and monitoring budget resources.

### ***Principal Accountabilities***

1. Coordinates the district budget request to ensure needs are properly identified and subsequent funding achieved.
2. Administers the district budget to ensure effective utilization of budget resources.
3. Directs accounting services to ensure account receivables, account payables, audits, and general accounting practices are well coordinated.
4. Ensures compliance with the Illinois Purchasing Act, directs necessary internal/external audits, and serves as the district Travel Coordinator.
5. Directs or conducts analyses of budget expenditures, programs, and procedures to improve utilization of budget resources.
6. Trains and evaluates staff.
7. Performs other duties as assigned.
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.