



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 29, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 31, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, September 14, 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 V

Fiscal Operations Unit Chief
Bureau of Business Services
Office of Finance & Administration
Springfield

Attachments
42212

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 **Thursday, September 14, 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.



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager V	Salary :	\$6,020 - \$8,115*
Position Title:	Fiscal Operations Unit Chief	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW415-23-40-802-60-01	IPR#:	42212

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 supervises a staff responsible for collecting, verifying and reporting financial information required monthly, quarterly and annually by federal/state statutes and regulatory requirements. This position will serve as the department's GAAP coordinator.

Special Qualifications:

Desired:

- A bachelor's degree preferably with courses in business, economics, public finance or CPA (registered or licensed) or possess other relevant certification, such as CPFO (Certified Public Finance Officer as designated by the GFOA)
- Seven years of experience with state financial documents with a minimum of four years of supervisory experience and three years of experience in financial statement preparation, preferably governmental
- Working knowledge of State of Illinois mainframe accounting applications such as SAMS and FOA
- Working knowledge of Microsoft Office Word, Excel, and Access
- Strong oral and written communication 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:	August 2017	POSITION:	Fiscal Operations Unit Chief
APPROVED BY:	<i>Karen Shoup</i>	OFFICE:	Finance & Administration Bureau of Business Services
CODE:	PW415 23-40-802-60-01	REPORTS TO:	Financial & Administrative Services Section Chief

Position Purpose

This position is accountable for supervising a staff charged with the responsibility of collecting, verifying and reporting financial information required monthly, quarterly and annually by federal/state statutes and regulatory requirements. This position will serve as the department's GAAP coordinator.

Dimensions

Subordinates	2
Status Reports	500+ Annually
Special Projects	5 – 10 annually
Accounts receivables/funds tracked	2 Billion +

Nature and Scope

This position reports to the Financial & Administrative Services Section Chief. Reporting to this position are two Public Service Administrators.

The incumbent is responsible for supervising a professional staff that provides accounting and fiscal reporting services for the department. S/He is responsible for the planning, organizing, and in some instances, developing financial reports mandated by federal/state statutes. The incumbent also provides expertise and direction for the Chief of Financial and Administrative Services in voucher control procedures to ensure compliance with the regulations and guidelines of the Comptroller's Office Statewide Accounting Management System.

Typical problems include collecting, analyzing for accuracy, and submitting the Services Efforts Accomplishments Report by October 15 each year to the Office of the Comptroller which is a part of the annual Generally Accepted Accounting Principles (GAAP) reports. The incumbent monitors daily fiscal operations and reconciles fund balances. S/He effectively communicates with all levels of management of other state agencies to ensure departmental compliance with statutory obligations.

The incumbent, through the work of the staff, and using a variety of computer applications and monitoring systems, is responsible for the preparation of all yearly GAAP reports and the Comprehensive Annual Financial Report. S/He oversees the distribution of Motor Fuel Tax (MFT) revenues and is responsible for ensuring the monies received are appropriately deposited into the state treasury. The incumbent has the responsibility for maintaining accurate fiscal records and for maintenance of the Accounts Receivable and Receipt on-line system. S/He assists other Bureau units in maintaining accurate fiscal records including appropriation balances, allotments and expenditure records and reconciles the Department's financial status with the Office of the Comptroller. The incumbent serves as a liaison between the Department and the Office of the Comptroller, the Treasurer's Office and the Auditor General to resolve issues. S/He is responsible for collecting and compiling data requested by the Auditor General, Federal Highway Administration, internal/external auditors and other authorized personnel in their regular financial audits of the department. The incumbent interprets accounting bulletins issued by the Office of the Comptroller and prepares procedural guidelines when necessary. S/He monitors the Department's accounting practices and initiates the development of methods and procedures designed to create efficiencies in the accounting operations. The incumbent verifies that the department's

accounting practices remain in compliance with established state laws and Illinois state statutes pertaining to transportation finance and that they are also in accordance with the Office of the Comptroller's Statewide Accounting Management System.

The position accomplished the assigned duties through the following staff.

Public Service Administrator, Opt 8C, who are responsible for the collection, verification, and the preparation of the financial reports for the agency and verification of additional reports to ensure accuracy.

Public Service Administrator, Opt 2, who is responsible for the oversight of the four (4) Accountant Advance positions handling Accounts Receivable/Payable for the agency. This position also gathers all audit requests for the unit.

The incumbent has freedom to accomplish the responsibilities but is constrained by all departmental policies and procedures. Matters of a unique nature are referred to the immediate supervisor with recommendations for solution.

The incumbent has frequent internal contact with all IDOT Central Office bureaus and with the districts. Externally, the incumbent has contact with the Office of the Comptroller, the Office of Treasurer, the Office of the Auditor General, the Federal Highway Administration and local governments.

The effectiveness of this position is measured by the ability of the incumbent to manage the accurate and timely reporting of financial information, to research and resolve problems and to maintain accurate and comprehensive fiscal records.

Principal Accountabilities

1. Oversees the preparation and submission of all yearly GAAP reports.
2. Prepares financial statements utilized in the statewide Comprehensive Annual Financial Report.
3. Maintains the department's accounts receivables.
4. Trains, motivates and evaluates staff to ensure a well-developed staff in accomplishing accounting assignments.
5. Prepares reports and provides data for external auditors.
6. Interprets accounting bulletins and prepares procedural guidelines.
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 required or assigned.