



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: Tuesday, October 3, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Wednesday, October 4, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, October 18, 2017**. Applications 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.

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

TM VI

Financial Services Section Chief
Bureau of Business Services
Office of Finance and Administration
Springfield

Attachments
42244

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 **Wednesday, October 18, 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.



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager VI	Salary Range:	\$6,535 - \$11,020
Position Title:	Financial Services Section Chief	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW416-23-40-802-00-02	IPR#:	42244

Office/Central Bureau/District/Work Address:

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

Description Of Duties:

This position is accountable for providing a broad range of administrative and support functions for the Central Office including filing of all departmental contracts with IOC; invoice processing; and collection, verification and reporting of financial information required monthly, quarterly and annually by federal/ state statutes and regulatory requirements.

Special Qualifications:

Required:

- Valid driver's license
- Occasional statewide travel

Desired:

- Master's degree preferably with courses in accounting, public finance, business, economics, and public administration
- Three years of experience in governmental accounting, public finance, business, economics and public administration
- Working knowledge of governmental operations and modern organizational concepts
- Strong oral and written communication skills; detail-oriented and well-organized; and ability to work on multiple tasks simultaneously
- Ability to maintain harmonious relationships with employees, agency officials and the general public

Shift/Remarks:

8:00 a.m. – 4:30 p.m. / Monday – Friday

**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:	Financial Services Section Chief
APPROVED BY:	<i>Karen Shoup</i>	OFFICE:	Finance & Administration /Bureau of Business Services
CODE:	PW416-23-40-802-00-02	REPORTS TO:	Bureau Chief

Position Purpose

This position is accountable for providing a broad range of administrative and support functions for the Central Office of the Department, including filing of all departmental contracts with the IOC, invoice processing, collecting and verifying and reporting financial information required monthly, quarterly, and annually by federal/state statute and regulatory requirements.

Dimensions

Subordinate Personnel	5 direct, 21 indirect
Annual Value of Accounts Payable	\$567 million annually
Budgets monitored	\$200 million annually

Nature and Scope

This position reports to the Bureau Chief of Business Services. Reporting directly to the position are an Office Specialist and the Unit Chiefs of Accounting, Fiscal Operations, a Financial Specialist and Administrative Support Specialist.

This position is responsible for providing administrative services to the Central Office of the Department, including, invoice processing, collection and verifying and reporting of financial information required monthly, quarterly and annually. The incumbent provides many of these services as needed to off-site affiliate offices including the IDOT Chicago Office and the District Offices.

Typical problems include implementing efficient methods to accomplish the required work, determining the most effective allotment of funds among various line items. The greatest challenge of this position involves anticipating problems and initiating actions which balance competing needs of offices/bureaus in a manner that is perceived to be fair and impartial. This requires researching state laws, administrative rules and departmental procedures, then implementing innovative, resourceful solutions to unique problems.

The incumbent provides expertise to facilitate the filing of all departmental contracts with the IOC, invoice processing and verification and reporting of financial information. S/He coordinates the development of the Central Office responsible for ensuring the timely processing of accounts receivable and payable, invoice processing and budget transfers. The incumbent interprets state laws, administrative rules and other directives regarding accounting and is responsible for the development of compliant operational methods and procedures.

This position accomplishes responsibilities through the following staff:

Office Specialist who provides essential office support and administrative functions.

Accounting Unit Chief who, with a staff, is responsible for reviewing, classifying, and processing invoices.

Fiscal Operations Unit Chief who, with a staff, is responsible for collecting, verifying and reporting financial information required monthly, quarterly and annually by federal/state statutes and regulatory requirements.

Financial Quality Assurance Specialist who is accountable for providing bureau support through invoice approval, monitoring interest penalty payments, voucher corrections, inquiries from the Central Office bureaus under the umbrella of Bureau of Business Services and vendors doing business with the State of Illinois.

Administrative Support Specialist who provides external auditors with complete responses to documentation requests and other activities involved with the coordination of external audits.

The incumbent has wide latitude to solve problems and is expected to exercise discretionary judgment in determining which issues to refer to executive management for resolution. S/He utilizes creative problem-solving skills in order to achieve success in light of unique circumstances and bureaucratic processes.

The incumbent is in frequent contact with departmental executive management, bureau chiefs, administrative and financial managers. Externally the incumbent is in contact with, and is expected to maintain constructive work relationships with, the Office of Central Management Services, the Office of the Comptroller, vendors and the general public. Statewide travel is required.

The effectiveness of this position is measured by the ability to anticipate administrative issues and needs of the Central Office.

Principal Accountabilities

1. Files departmental contracts with the IOC, processes invoices, and verifies and reports financial information.
2. Ensures provision of timely and effective administrative services to the Central Office of the Department, including: obligating and accounting services.
3. Monitors the expenditures of operating funds and payment to ensure compliance with applicable laws policies and procedures.
4. Oversees administrative support functions for the Central Office to ensure timely response to requests and resolution of problems.
5. Performs other duties as required or assigned.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.