



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: 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

Financial Quality Assurance Specialist
Bureau of Business Services
Office of Finance and Administration
Springfield

Attachments
42270

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: 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: | Financial Quality Assurance Specialist | Union Position: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Position Number: | PW413-23-40-802-00-01 | IPR#: | 42270 |

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 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. The incumbent also prepares the annual budget and quarterly reports for the Bureau of Business Services.

Special Qualifications:

Desired:

- Four years of college preferably with major courses in accounting, public finance, business or public administration
- Four years of experience in public finance, accounting, or public administration
- Ability to maintain harmonious relationships with employees, agency officials and general public
- Strong oral and written communication skills
- Detailed-oriented and well-organized with the ability to work on multiple tasks simultaneously

Shift/Remarks:

8:00 a.m. – 4:30 p.m. / 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: | Financial Quality Assurance Specialist |
| APPROVED BY: | <i>Lori Campbell</i> | OFFICE/DIVISION: | Office of Finance & Administration Bureau of Business Services |
| CODE: | PW413-23-40-802-00-01 | REPORTS TO: | Section Chief |

Position Purpose

This position 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. The incumbent also prepares the annual budget and quarterly reports for the Bureau of Business Services.

Dimensions

| | |
|---------------------|----------------|
| Invoice Correction: | 2,500 Annually |
| Invoice Approval: | 7,500 Annually |
| Special Projects: | 3-10 |

Nature and Scope

This position reports to the Section Chief as do the Unit Managers of: Accounting, Facility Improvement and Property Control, Capital Improvements, Fleet Administration and Fiscal Operations; the Administrative and IT Support Specialist and an Office Specialist. Although there is no staff reporting to this position, but it may frequently direct the budget development/monitoring duties of the Central office staff.

The incumbent provides support to the Accounting Unit Chief. S/he provides expertise and direction for the Accounting Unit Chief in the area of invoice approval through monitoring balances and establishing fiscal priorities in order to maintain an efficient operation. This is especially critical during difficult budgetary times, at the close of the fiscal year, and during the transition between fiscal years. Required documentation must be completed accurately and in a timely manner to ensure vendors are paid within the timeliness established within the Prompt Payment Act. Typical problems include independently analyzing and evaluating payment authority-status in compliance with the SAMS and FOA systems. This requires thorough analyses of the facts and possible impacts of different decisions.

Incumbent will work closely with the Section and Bureau Chief in the preparation of the annual budget for the Bureau of Business Services. Through analysis of spending history along with projected needs for the upcoming budget year will be required for this position. Quarterly reports will be prepared for the Budget office to project spending throughout the fiscal year. This position will be required to closely monitor the bureau's budget in order to accurately report on quarterly spending as well as anticipated needs for the remainder of the fiscal year. S/He will work closely with the Budget office during the annual budget preparation as well as during the quarterly reporting periods.

This position will be required to monitor the Interest Penalty report to ensure that the Department maintains compliance. Utilizing an Excel Department application, s/he will interact with all invoicing offices throughout IDOT in the preparation and processing of interest penalty payments. The incumbent is personally responsible for researching invoice and voucher problems. Various tools will be used to assist in the investigation, including but not limited to, the Comptroller's Statewide Accounting Management System

(SAMS) and the Department's Fiscal Operations and Analysis (FOA) system. S/He will be in contact daily with the Comptroller's office, IDOT invoicing officers/employees, and various vendors who do business with the state of Illinois. Vendor statement reconciliations will be performed monthly. This position assists in the preparation of Miscellaneous Remittance Statements and Accounts Receivable Remittance Statements for previously noted central offices. It is imperative that these documents be completed in a timely and accurate manner. S/He enters Requests for Requisition into the FOA system. Upon receiving approvals from all required parties, including 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 Tuck Weight Inspection Payroll for the Illinois State Police (ISP). Upon receiving information from the ISP, data must be accurately entered into FOA and notification sent to various offices within IDOT. When necessary, this position supports the Accounting Unit by performing invoice processing functions.

The incumbent must effectively communicate with all levels of department management. S/He performs the duties of this position in accordance with the SAMS, departmental guidelines and sound accounting procedures. 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 contact with all IDOT Central Office bureaus. Externally, s/he will occasionally be in contact with the Office of the Comptroller and vendors doing business with the State of Illinois.

The effectiveness of this position is measured by the accuracy of the yearly budget preparation as well as each quarterly report, the timely handling invoice approval, monitoring interest penalty payments, voucher corrections, inquiries from Central Office bureaus.

Principal Accountabilities

1. Approves all payments for the Bureau of Business Services. Determining appropriate e-objects, obligations appropriation account codes and funding levels.
2. Prepares the annual budget and quarterly reports for the Bureau of Business Services submitting them to the Budget Office.
3. Prepares requires documentation (Payment Voucher Modification form) for voucher approval through the Comptroller's office.
4. Prepares reports and provides data for use in preparation of interest penalty payment and reports.
5. Assists in the preparation of Accounts Receivable statements and Miscellaneous Collections Remittance Statements for all Central Office Bureaus assigned to the BoBs.
6. Assists in invoicing processing.
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.