

Job Title: ACCOUNTANT (UPWARD MOBILITY) - IPR#45483

Agency: Department of Transportation

Closing Date/Time: 01/21/2022

Salary: \$4,006 - \$5,755 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: RC062

Collective Bargaining Agreement language applies to this requisition: We are currently transitioning away from a paper application process to an electronic application process. This position has not been transitioned. Please follow the directions below when applying to this position.

**DO NOT APPLY ONLINE
DO NOT CLICK THE APPLY BUTTON**

CMS100/B Employment Application and all applicable documentation should be submitted to the Agency contact listed below.

Agency Mission Statement

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Position Marketing Statement

The Illinois Department of Transportation is seeking to hire an Accountant. Under direct supervision of the Organizational and Financial Manager, performs professional accounting functions for the Bureau of Operations. The incumbent monitors appropriation balances and recommends necessary action.

S/He reviews accounting expenditures for designated line items and funds, analyzes data, and reports and records actions. The incumbent answers questions and reconciles accounting problems for vendors and district office personnel. S/He confers with the Office of Chief Counsel in resolving contract, obligation, invoice, warrant, and expenditure reporting discrepancies.

Job Responsibilities

45%

1. Develops, researches, and independently maintains financial records of obligations and expenditures for accounts including processing the necessary accounting forms.

- Posts to the Bureau of Operations fiscal year tracking spreadsheet and reconciles expenditures in tracking spreadsheet against invoices paid through the department's automated Fiscal Operations and Administration (FOA) accounting system.
- Performs pre-auditing and processes invoices for payment by completing code stamps and ensuring correct appropriations are properly utilized; payments are applied to correct contract obligations; and payments fall within the language, scope, and guidelines specified in the terms of the contract.
- Submits electronic invoices to the Bureau of Business Services .
- Identifies unusual invoices and projects, reports anticipated shortages for contract obligations, and recommends action by the Organizational and Financial Manager.
- Prepares various budgetary reports for Bureau of Operations management for use by the Bureau of Claims, Bureau of Budget and Fiscal Management, and Bureau of Business Services on an as-needed basis.

20%

2. Processes payment of expenditures from the wide variety of lump sum appropriations for the Bureau of Operations such as STARCOM21, hazardous materials, statewide line item, motorist caused highway damage, intelligent transportation system, and city/county maintenance in FOA.

- Posts all payments to the Bureau of Operations fiscal year tracking spreadsheet.

15%

3. Monitors the status of Motorist Caused Highway Damage appropriation and processes all payments in FOA related to repair and replacement of equipment and highway appurtenances.

- Maintains expenditures in the Bureau of Operations fiscal year tracking spreadsheet, monitors costs, and resolves issues with district office staff.

Job Responsibilities (continued)

5%

4. Maintains the Bureau of Operations accounts receivable check log spreadsheet.

- Logs all checks received and forwards to appropriate staff for further processing .

5%

5. Serves as back-up to the Account Technician I position and performs various accounting procedures for the department's oversize/overweight permit program.

- Utilizes the Illinois Transportation Automated Permit (ITAP) Program and NCR (formerly National Cash Register) third party payment system to perform various accounting functions for the Permit Unit

5%

6. In the absence of the Organizational and Financial Manager, assists with the preparation of requisition requests, obligation transactions, fund transfers, procurement requests, quarterly budget status reports, and annual budget requests on an as-needed basis.

5%

7. Performs other duties as required or assigned that are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

1. Knowledge, skill, and mental development equivalent to completion of four years college with courses in business administration and accounting or four years of technical accounting experience.

Knowledge, Skills, and Abilities

1. Elementary knowledge of professional accounting and auditing theory, principles, methods, and procedures.

2. Elementary knowledge of the laws, rules, and regulations relating to state or non-state accounting or auditing procedures.

3. Elementary knowledge of office methods, procedures, standard office accounting machines, and equipment.

4. Ability to perform detailed work involving the application of accounting theory to routine accounting

or auditing problems.

5. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately, either manually or by machine.

6. Ability to establish and maintain satisfactory working relationships with other employees and the public.

Work Hours: 8:00 AM - 4:30 PM Monday-Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Office: Office of Highways Project Implementation/Bureau of Operations

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Function: Fiscal/Finance/Business; Transportation

CANDIDATES MUST SUBMIT A SEPARATE BID FORM (as applicable) AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.

APPLICATION INSTRUCTIONS

DO NOT APPLY ONLINE.

Please submit application via email to: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Current State Employees:

- Seeking a Promotion – Submit an **Official Position Vacancy Bid Form and CMS-100B Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - Older versions of the **CMS-100B** will not be graded or returned to applicants.
 - Failure to complete and submit the new **CMS-100B** (version dated 9/2020 or after) will result in your application being rejected.
- Seeking a Transfer – Submit an **Official Position Vacancy Bid Form, Transfer Request, and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
 - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.
- Seeking a Reduction - Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
 - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

Former State Employees:

- Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
 - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
 - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

Non-State Employees:

- Submit a **CMS-100 Employment Application** (version dated 9/2020 or after) and official college transcripts (where applicable) to the Agency Contact address listed above.
 - Documentation is required for each Posting/Bid ID or your application(s) will be rejected.
 - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.