

Job Title: ACCOUNTANT ADVANCED - IPR#46239

Agency : Department of Transportation

Closing Date/Time: 01/27/2023

Salary: \$4,525 - \$6,622 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: RC062

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors employee career portal.**

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire an Accountant Advanced.

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.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

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.

Job Responsibilities

30%

1. Maintains the division's Fiscal Operations and Administration (FOA) system.
 - Independently reviews contract documents, agreements, vouchers, and schedules for accuracy.
 - Verifies availability of funds prior to submitting and approving documents for vouchering .
 - Prepares invoices for scheduling, which includes determining correct appropriation and obligation, as well as correctly coding vendor, fund, bureau responsibility and expenditure object code.
 - Schedules invoices for payment.
 - Maintains accounts payable contract obligation documentation ledger control on FOA.
 - Verifies internal codes on documents processed and returns errors to proper recipient.
 - Prepares accounting reports on status of obligations for the Financial Services Manager and Bureau Chief of Administrative Services.

15%

2. Provides professional guidance on complex accounting matters related to invoice processing.
 - Maintains contact with bureau chiefs within the Division of Aeronautics, other employees, and vendors regarding payments, discrepancies in billing, and/or required W-9 tax documentation.
 - Maintains records to confirm expenditure payments are processed in a timely manner and that payments are correctly made to vendors.

(Job Responsibilities continued)

15%

3. Prepares and processes documents for receipts for deposit.
 - Verifies accurate processing and deposit of checks and other receipts.
 - Prepares documents for deposits and follows appropriate deposit procedures.
 - Investigates and works with the Financial Services Section Manager to resolve any accounting discrepancies.
 - Reviews, compiles, routes, and files supporting documentation for receipts to ensure compliance with auditing and record retention requirements.

10%

4. Independently performs professional accounting and auditing work.
 - Assists with preparation of complex departmental budgetary reports and/or for submission to the Bureau of Budget and Fiscal Management.
 - Assists with budgetary projections and provides professional accounting guidance based on current expenditure levels.
 - Prepares annual/quarterly summarizations and input as requested by the Financial Services Section Manager.

10%

5. Provides professional accounting guidance and processes Transfer Request Memos and Receipt Deposit Transmittals.
 - Reviews Transfer Request Memos for Letters of Credit received from the Airport Contracts Section for accuracy.
 - Prepares invoice documents for Transfer Request Memos and submits them in a timely manner.
 - Prepares documents for receipts of approved Receipt Deposit Transmittals from the central office and submits in a timely manner.
 - Reconciles Transfer Request Memos with approved Receipt Deposit Transmittals to ensure receipts are deposited correctly.

5%

6. Maintains the Division of Aeronautics' Air Transportation accounts receivable accounting system.
 - Examines, prepares, and reconciles the Air Transportation accounts receivable ledger and recording system.
 - Updates files on accounts receivable transactions.
 - Prepares accounts receivable; cash flow reports; and statements including daily, monthly, and quarterly reports and updates files on accounts receivable transactions.
 - Coordinates resolution of potential discrepancies with flights on state aircraft.

5%

7. Coordinates with the Financial Services Section Manager and assists the Bureau Chief with audits performed on division operations.

5%

8. Serves as backup to the Financial Services Manager.

5%

9. Performs other duties as required or assigned which are reasonable within the scope of those enumerated above.

Knowledge, Skills, and Abilities

Minimum Qualifications:

1. Requires knowledge, skill, and mental development equivalent to completion of four (4) years of college with courses in business and accounting.
2. Requires two (2) years of professional experience in accounting, external auditing, external auditing, budgetary planning and control, or public accounting.

Preferred Qualifications:

1. Working knowledge of accounting and auditing theory, methods, and techniques.
2. Ability to evaluate more difficult accounting or auditing problems.
3. Ability to analyze and interpret more complex accounting records and reports.
4. Experience with Microsoft Excel.
5. Experience with financial or accounting computer systems.

Position Marketing Statement

The Illinois Department of Transportation is seeking to hire an Accountant Advanced. The successful candidate will perform responsible analysis and entry of operational accounting transactions into the division's Fiscal Operations and Administration system. The incumbent maintains the operational budget accounting system which provides an effective means to maintain fiscal control over appropriations and is the source documentation for the division's financial reporting and budgeting control system.

Conditions of Employment

1. Successful completion of a background investigation.

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 1 Langhorne Bond Dr Springfield, IL 62707-8415

Office: Office of Intermodal Project Implementation, Aeronautics/Administrative Services

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com