

# Job Title: TECHNICAL MANAGER IV - FINANCIAL SERVICES MANAGER - IPR#46338

**Agency :** Department of Transportation

**Closing Date/Time:** 03/21/2023

**Salary:** \$5,120 - \$9,155 Monthly

**Job Type:** Salaried Full Time

**County:** Jackson

**Number of Vacancies:** 1

**Plan/BU:** NR916 - Protech Teamsters

**This position is covered by the Revolving Door Prohibition Policy.**

**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](http://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 a Financial Services Manager.

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**

This position is accountable for preparing the annual district operating budget and administers all district appropriated funds. In addition, it ensures the district's non-operating appropriation transactions are accurately defined in the department accounting system, coordinated final audit responses, vendor payments and the efficient use of non-operation obligations. S/He directs the Financial Services Section assuring compliance with internal and external financial requirement, purchasing laws and departmental regulations.

Staff:	3 Direct
Annual District Budget:	\$60 – 70 million
Contract Obligation Documents:	120 +/-
Accounts Payable Invoices:	20,000 +/-
Accounts Receivable Collected:	150 +/-
Court of Claims Cases:	5 +/-

This position reports to the Administrative Manager. Reporting to this position are Account Technician I's.

This position is responsible for coordinating the preparation of the district operating budget, monitoring of the expenditures, appropriations, and allocations of the district, studying and recommending cost reduction and regulation measures the payment of al invoices, and providing guidelines of the purchasing and accounting procedures to the district bureaus. This is complicated by the fact that within a three-month period the incumbent is required to direct work on three separate budgets, i.e., modify obligations within the previous year's lapse period, prepare a spending plan for the current year's budget, and assemble budget requests for the future year. Short time frames and tight deadlines for submittals of budget documents provide for a pressurized work environment.

Typical problems include identifying budgetary needs and developing appropriate justifications; detecting budget problems early and developing remedial actions; and maintaining accurate accounting records and ensuring vendor invoices are paid in an expenditure manner. The greatest challenge is to maximize utilization of the district budget by effectively allocating and monitoring budget resources.

### **(Job Responsibilities continued)**

The incumbent coordinates district budget requests; identifies and analyzes budget issues; analyzes and recommends approval for service expansion and/or new initiatives; provides budget information to bureaus; and serves as the district liaison to the central Budget Office. The incumbent recommends budget allocations and coordinates the district's spending plan; monitors and enforces compliance with the Illinois Purchasing Act; ensures efficient budget resource management, and in doing so, monitors all district equipment requests and recommends approval. In addition, s/he coordinates special resource utilizations studies and prepares recommendations for management review.

The incumbent accomplishes accountabilities through the following staff:

Account Technician I who maintain accounting records and invoice processing, provide record management support; process accounts receivable invoices and remittances, and assist with invoice processing.

The incumbent is governed by departmental budgeting practices, the Comptroller's accounting procedures, and the Illinois Purchasing Act. S/He has considerable latitude to act in such matters as coordinating budget requests, recommending allocations, monitoring subsequent expenditures, and taking action to solve budget problems. The incumbent has total freedom to increase/decrease obligation balances, conduct utilization studies, and direct the activities of staff. Issues of an extreme, complex of sensitive nature shall be referred to the Administrative Manager with recommended solutions.

The incumbent has extensive internal contact with all district bureau chiefs and the Regional Engineer as well as the central Bureaus of Budget and Fiscal Management and Business Services. The incumbent has frequent contacts with the Comptrollers Office, vendors, suppliers, and auditors on contract with the department.

The effectiveness of this position can be measured by the incumbent's ability to maximize the utilization of the district budget by efficiently allocating and monitoring budget resources.

### **Principal Accountabilities**

1. Coordinates the district budget request to ensure needs are properly identified and subsequent funding achieved.
2. Administers the district budget to ensure effective utilization of budget resources.
3. Directs accounting services to ensure account receivables, account payables, audits, and general accounting practices are well coordinated.
4. Ensures compliance with the Illinois Purchasing Act, directs necessary internal/external audits, and serves as the district Travel Coordinator.
5. Directs or conducts analyses of budget expenditures, programs, and procedures to improve utilization of budget resources.
6. Trains and evaluates staff.
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 assigned.

## **Qualifications**

### **Position Requirements**

- Education/Experience:
  - Completion of a bachelor's degree majoring in accounting, business, or finance PLUS two years of work experience in accounting or finance; OR
  - Eight years of experience in accounting or finance

### **Position Desirables**

- Experience working with the Bureau of Fiscal Management, and other district bureaus, the CMS Procurement System and the Comptroller's Statewide Accounting System (SAMS), or similar systems
- The ability to effectively organize and monitor data and provide accurate, timely and complete information regarding projects and budgetary details.
- Management skills to include oral and written communication and leadership skills

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

**Work Location:** 2801 W Murphysboro Rd Carbondale, IL 62901-1059

**Office:** Office of Highways Project Implementation/Region 5/District 9/Administrative Services

**Agency Contact:** [DOT.CONTACTHR@ILLINOIS.GOV](mailto:DOT.CONTACTHR@ILLINOIS.GOV)

**Job Family:** Transportation; Administration/Management; Fiscal/Finance/Business

## **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](http://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](http://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](http://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](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)