

Job Title: ACCOUNT TECHNICIAN II - IPR#45807

Agency: Department of Transportation

Closing Date/Time: 06/30/2022

Salary: \$3,447 - \$4,898 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: RC014

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 Illinois Department of Transportation is seeking to hire an Account Technician.

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.

Job Responsibilities

Under direction of the Financial Services Manager, performs technical accounting work involving independent performance of complex transactions. Utilizing the Financial Operating and Administration system (FOA) and Knowledge Lake scanning system, automated accounting systems developed specifically for the Illinois Department of Transportation, processes all invoices paid from the contractual services, travel, commodity, telecom, and op-auto line items for all bureaus in the district oversees obligation balances and verification of vendor certification through the accounting database

maintained by the Illinois Office of the Comptroller (IOC). Utilizes accounts receivable and Central Management Services' (CMS) databases. Serves as lead worker.

30%

1. Receives, sorts, and verifies invoices received from Program Development, Project Implementation, Operations, and Administrative Services. Reviews invoices for completeness, accuracy, and availability of funds, matches with the field purchase authority form with appropriate expenditure approval, verifies correct obligation and expenditure coding, scans invoices with Knowledge Lake scanning software, and enters invoices into FOA to schedule and approve for payment.

25%

2. Reviews all travel vouchers, licenses and tuition invoices for appropriate reimbursement and ensures proper supporting documentation. Ensures all licenses pertain to employee's position. Approves and schedules all travel and lodging invoices for payment. Maintains Excel spreadsheet for tracking of expenditures by bureau for Financial Manager.

15%

3. Maintains detailed spreadsheets on telecommunication and utility expenses for the district; tracks telecommunications bills received and utility expenses by utility type and location; assists the district's accountant in preparing financial reports for the department.

10%

4. Enters CMS purchases for all bureau in the district under this position responsibility into an Access database, verifies CMS work orders against State Revolving Fund invoices, and processes invoices by bureau and expenditure code.

(Job Responsibilities continued)

5%

5. Serves as designated lead worker, assigns and reviews work; provides input into performance evaluations.

5%

6. Verifies vendor certification through Statewide Accounting Management System (SAMS) prior to scheduling invoice for payment. If vendor is not certified, this position contacts the vendor to obtain a W-9 to certify their Tax Identification number with the IOC.

5%

7. Reconciles vendor payments against vendor statement and corrects any payment discrepancies directly with the vendor.

5%

8. Performs other duties as required or assigned which are reasonable within the scope of the duties.

Knowledge, Skills, and Abilities

Requires knowledge, skill and mental development equivalent to completion of two years of college and one year of technical accounting experience or four years of related clerical bookkeeping experience.

Requires extensive knowledge of accounting techniques, office methods and procedures; ability to apply established accounting methods and techniques; ability to make rapid and accurate arithmetic calculations.

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

Work Location: 126 E Ash St Springfield, IL 62704-4766

Office: Office Highways Project Implementation/Region 4/District 6/Administrative Services

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

Job Family: 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.