

# Job Title: TECHNICAL MANAGER IV - FINANCIAL SERVICES MANAGER IPR#45019

Agency: Department of Transportation

Closing Date/Time: 07/21/2021

Salary: \$5,120-\$9,155 monthly

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: NR916

**DO NOT APPLY ONLINE**

**\*\*DO NOT CLICK THE APPLY BUTTON\*\***

## HOW TO APPLY:

**Technical Applications PM1080 (rev 3/8/21) 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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by the closing date listed above. Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Technical Application PM1080.**

**Please indicate IPR#45019 on the Technical Application PM1080.**

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

## 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.

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

This position is accountable for planning and implementing the financial management program for the Office of Intermodal Project Implementation (OIPI) with respect to managing grants and operations; fiscal activity for all facets of public transportation, the rail passenger program, and rail freight funding programs; technical study contracts; and the accounting system. This position reports to the Administrative Manager. Reporting to this position are the Fiscal Manager, Fiscal Coordinator, and Office Coordinator.

This position works in an environment where s/he oversees the planning, implementation, and control of all of the OIPI's financial programs. The diversity of these programs requires that financial functions are structured to accommodate a variety of projects, funding issues, and levels of magnitude. In addition, s/he continually coordinates financial documents and shares information with the Bureau of Business Services (BOBS), Bureau of Budget and Fiscal Management (BFM), Office of Planning and Programming (OPP), and Federal Transit Administration (FTA) in order to maintain an effective financial system for the OIPI.

Typical problems confronting the incumbent include developing accurate projection of fund levels required to support programs, maintaining a sound and efficient fiscal management system for these programs, maintaining an effective system of accounts for grant programs, and recommending an appropriate allocation of resources for the operating budget. A major challenge of this position includes developing an overall understanding of financial programs within the OIPI in order to maintain an appropriate and consistent disbursement program in accordance with state and federal laws and generally accepted accounting practices. Additionally, it is a challenge to implement refinements, solve problems, and make decisions on behalf of the Administrative Manager. A further challenge is to maintain a working knowledge of the mainframe systems utilized in order to maximize the reporting aspects of each system.

The incumbent is personally accountable for developing funding projections for transit and rail programs and

maintaining familiarity with all grant fiscal programs and functions within the OIPI. This position is responsible for approving all grant related fiscal matters ranging from initial commitment of funds through audit reconciliation. S/He oversees operating budget issues, manages the flow of all fiscal documents, and develops a system of grant accounting and financial reporting. S/He is responsible for coordinating the development and submittal of annual budget requests for the transit and rail operation programs. The incumbent is responsible for managing the department's federal Letter of Credit and ensuring United States Department of Transportation (USDOT) and

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

United States Department of Treasury (USDT) guidelines and requirements are met. S/He serves as the primary liaison with OIPI management to coordinate the allocation of budget resources and support staff to maintain effective operations. This position conducts research and performs data entry in the Fiscal Operations Analysis (FOA) system and the BlackCat grants management system which both house a large amount of financial data. The incumbent utilizes the Illinois Office of the Comptroller's Statewide Accounting Management System (SAMS) to track the processing of payments and contracts. S/He is also responsible for managing accounts receivable transactions via the statewide Enterprise Resource Planning (ERP) system. S/He creates invoices and remittance documents using the Systems Applications and Products (SAP) portion of the ERP system.

The incumbent accomplishes responsibilities through the following staff:

Fiscal Manager who is accountable for reviewing, processing, and producing fiscal documents for public transit and rail operation assistance, capital improvement grant programs, and the annual budget for the OIPI.

Fiscal Coordinator who is accountable for producing fiscal documents necessary to implement OIPI's grant programs.

Office Coordinator who is responsible for coordinating workflow and general administrative functions. In addition, s/he is responsible for performing a variety of complex, clerical office support and word processing duties for the Financial Services Manager and staff in the Administration Section.

This position has wide latitude to accomplish financial responsibilities. Matters which require a policy decision and/or interpretation will be referred to the Administrative Manager. S/He is constrained by state, federal, and departmental regulations.

Internal contacts are with staff in the OIPI, BOBS, BFM, OPP, and Office of Chief Counsel. Externally contacts are with the FTA, Illinois Bureau of the Budget, Illinois Office of the Comptroller, and a variety of public transportation grant recipients. This position requires occasional statewide travel which may include overnight stays.

The effectiveness of this position is measured by the ability of the incumbent to plan and implement sound financial and operational management practices for the OIPI, control its financial affairs, disseminate relevant information, and facilitate acceptable procedures and services.

### **Principal Accountabilities**

1. Develops accurate funding projections and subsequent reports for all transit, rail, and operations programs in order to provide sound financial management for the entire OIPI.
2. Controls the flow of all fiscal documents for public transit and rail projects and takes appropriate action to ensure timeliness and accuracy.
3. Approves all of the OIPI's grant related fiscal matters ranging from initial commitment of funds through audit reconciliation.
4. Oversees operating budget issues, manages the flow of all fiscal documents, and develops a system of grant accounting and financial reporting.
5. Coordinates the development and submittal of annual budget requests for the transit and rail operation programs.
6. Manages the department's federal Letter of Credit and ensures USDOT and USDT guidelines and requirements are met.
7. Conducts research and performs data entry in the FOA system and the BlackCat grants management system.
8. Manages and performs data entry of account receivables for OIPI through the ERP/SAP system including invoicing and receipt of funds.
9. Serves as the primary liaison with OIPI management to coordinate the allocation of budget resources and support staff to maintain effective operations.
10. Selects, trains, evaluates, and motivates subordinates to ensure a well-developed and competent staff.
11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
12. Performs other duties as assigned.

**Qualifications****Position Requirements**

- Education/Experience:
  - o Completion of a bachelor's degree majoring in business administration, public administration, finance, or accounting plus two years of experience with managing financial documents, reviewing and approving payments, developing and maintaining budgets, creating fiscal reports, or a combination thereof, OR
  - o Eight years of experience with managing financial documents, reviewing and approving payments, developing and maintaining budgets, creating fiscal reports, or a combination thereof
- Occasional statewide travel which may include overnight stays
- Valid driver's license

**Position Desirables**

- Knowledge and understanding of financial management and general accounting principles
- Working knowledge of the state's financial database systems FOA, SAMS, and ERP/SAP
- Experience processing payments via a grants management system
- Prior experience with public transportation and rail funding programs
- Customer service mindset
- Willingness to learn and assist team members when needed
- Strong organizational skills

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

Work Location: Chicago - 69 W Washington St

Office: Office of Intermodal Project Implementation/Executive

Agency Contact: [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov)

Job Function: Transportation

**Collective Bargaining Agreement language applies to this requisition**

**We are currently transitioning our application process away from paper process to an electronic application process. This position has not been transitioned please follow the directions below when applying to this position.**

Please visit the IDOT website at <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to obtain the required bid forms and application forms.