

Job Title: ACCOUNTANT - IPR#45785

Agency : Department of Transportation

Closing Date/Time: 10/11/2022

Salary: \$4,164 - \$5,982 Monthly

Job Type: Salaried Full Time

County: Peoria

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.

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

40%

1. Under the general supervision of the Financial Services Manager (FSM), maintains allotment control ledgers in the Fiscal Operations and Administration (FOA) system; creates obligations and posts expenses keeping an overall record of adjustments, transfers, allotment changes, and specific purchases; compiles data and prepares budget projections for submission to the FSM; reviews requests for requisitions; organizes, compiles, and produces numerous financial reports; handles Court of Claims issues.

- Performs audits and payments of travel invoices, equipment invoices, and employee tuition reimbursements. Utilizes the Statewide Accounting Management System (SAMS) for vendor and payment information.
- Within FOA maintains a complete set of Allotment Control ledgers by line item for all bureaus and team sections in the district; creates obligations, posts all expenses, adjustments, fund transfers, and allotment

changes.

- Maintains records on specific purchases.
- Monitors spending, identifies fund shortages, determines if additional funds are available within the district or if a request should be made to the Bureau of Budget and Fiscal Management (BFM) for additional funds.
- Discusses with and makes recommendations to the FSM regarding fund reallocations.
- Utilizes FOA reports, history reports, and job knowledge to prepare budget projections for the FSM.
- Utilizes job knowledge to respond to the Regional Engineer, Bureau Chiefs, and Budget Coordinators with any matters regarding financial services.
- Performs audits and payments of travel invoices, equipment invoices, invoices with specific obligations, and employee tuition reimbursements.

20%

2. Contacts vendors by mail or phone to resolve outstanding invoices; if vendor pursues payment through the Court of Claims, ensures the status of the vendor's claim is verified and a questionnaire is completed and sent to the central Bureau of Claims.

(Job Responsibilities continued)

15%

3. Reviews requests for requisitions to determine if funds are available.
- Determines the proper appropriation for which the requisition will be paid and notifies the bureau of the correct appropriation code.
 - Deals with bureau coordinators in advising to increase or decrease allotments.
 - Reviews contracts submitted by purchasing agents for compliance with Central Management Services (CMS) provisions and other regulations.
 - Prepares the Contract Obligation Document (COD) and submits to Springfield for approval.
 - Ensures that the COD is approved by the Comptroller before expenditures are processed in FOA.

10%

4. On a weekly basis, reviews obligation status detail reports in FOA and reports to the FSM any potential budgetary problems.
- Gives recommendations for changes in the line item allotments due to the surpluses or deficits.
 - Assists the FSM with preparation of the yearly budget and quarterly budgets.
 - Maintains records of all transfers of funds for the year and all increases or decreases to obligations.

5%

5. Maintains a working relationship with the Regional Engineer, Bureau Managers, Central Accounts & Finance Section, and the Department's Bureau of Budget and Fiscal Management in order to provide efficient flow, processing, and reporting of all information concerning the district's financial activities.

5%

6. Serves as a backup to staff in the Financial Services Unit.

5%

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

Knowledge, Skills, and Abilities

Minimum Qualifications

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

Preferred Qualifications (In Order of Significance)

1. Prefer elementary knowledge of office methods, procedures, standard office accounting machines and equipment.
2. Prefer ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately, either manually or by machine.
3. Prefer ability to establish and maintain satisfactory working relationships with other employees and the public.

Conditions of Employment

1. Successful completion of a background investigation.

Position Marketing Statement

The Illinois Department of Transportation is seeking to hire an Accountant. The successful candidate maintains allotment control ledgers in the Fiscal Operations and Administration (FOA) system; creates obligations and posts expenses keeping an overall record of adjustments, transfers, allotment changes, and specific purchases; compiles data and prepares budget projections for submission to the Financial Services Manager (FSM); reviews requests for requisitions; organizes, compiles, and produces numerous financial reports; handles Court of Claims issues. Performs audits and payments of travel invoices, equipment invoices, and employee tuition reimbursements. Utilizes the Statewide Accounting Management System (SAMS) for vendor and payment information.

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

Work Location: 401 Main St Peoria, IL 61602-1267

Office: Office of Highways Project Implementation/Region 3/District 4/Administrative Services

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

Job Family: Fiscal/Finance/Business; Transportation

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