

Job Title: TECHNICAL MANAGER III - ACCOUNTING SUPPORT SPECIALIST - IPR#45796

Agency : Department of Transportation

Closing Date/Time: 11/28/2022

Salary: \$4,765 - \$8,295 Monthly

Job Type: Salaried Full Time

County: Sangamon

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 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 Accounting Support Specialist.

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 providing support for the maintenance of the operating budgets and obligating of contracts for the central office including the Office of the Secretary, Office of Highways Project Implementation (OHPI), Office of Planning and Programming (OPP), Office of Business and Workforce Diversity (OBWD), and two bureaus within the Office of Finance and Administration (OFA). This position scans and codes invoices for these areas.

Operating budget: \$72 million annually
Consultant budgets: \$78 million annually
Contract obligation documents (COD): 350+ per fiscal year
Special projects: 3 - 10 annually

This position reports to the Senior Accounting Support Specialist. There are no subordinates reporting to this position.

This position provides accounting support and direction for several central bureau offices in the obligation of contracts. The incumbent effectively communicates with all levels of department management both orally and written. This position works in an environment that researches contract/obligation issues and makes recommendations for solutions to these problems. This position helps to develop spending plans, quarterly budget reports, status reports, and special studies as needed.

Typical problems include analyzing and evaluating budgetary needs in a frequently changing environment and formulating recommendations for ensuring compatibility between those needs and available funds. This requires thorough analyses of the facts and possible impacts of different decisions.

The incumbent prepares CODs needed for securing authorized funding levels and payment authority status in compliance with the Illinois Office of the Comptroller's (IOC) Statewide Accounting Management System (SAMS) and the department's Fiscal Operations and Analysis (FOA) system. The incumbent codes approved invoices for payment by utilizing detail object codes established by the SAMS, ensures availability of funding, scans all associated documents noting required fields for indexing, and when necessary, supports the Accounting Unit in invoice processing. The incumbent compiles audit requests as needed. S/He enters Request for Requisition documents into the FOA system. Upon receiving approvals from the required parties, including Central Management Services (CMS), the finalized requisition is entered with the assigned CMS number. The incumbent does a cross-check of the SAMS to ensure the transfer of information from the department, by way of CMS, to the IOC is accurate and valid. On a bi-monthly basis, the incumbent prepares the truck weight inspection payroll for the Illinois State Police (ISP). Upon receiving information from the ISP, s/he accurately enters the data into the FOA and notifies various offices within the department of the availability of this information.

(Job Responsibilities continued)

The incumbent has general latitude to accomplish his/her responsibilities but is constrained by all departmental policies and procedures. S/He performs the duties of this position in accordance with the SAMS, departmental guidelines, and sound accounting procedures. Matters of a unique nature are referred to the Senior Accounting Support Specialist with recommendations for solution.

The incumbent has frequent contact with several central office bureaus. Externally, s/he will occasionally be in contact with the IOC and the Governor's Office of Management and Budget (GOMB). Infrequent statewide travel with overnight stays is required.

The effectiveness of this position is measured by the timeliness of handling contractual/obligation issues and the innovative solutions to resolve any problems.

Principal Accountabilities

1. Prepares CODs for all contractual and blanket obligations.
2. Monitors fiscal records to ensure appropriate funding levels.
3. Prepares invoices for processing.
4. Compiles audit requests as needed.
5. Enters Request for Requisitions into the FOA and validates the CMS/SAMS entry.
6. Assists in invoice processing and control tasks.
7. Prepares bi-monthly truck weight inspection payrolls for the ISP.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Completion of a bachelor's degree majoring in business, accounting, economics, statistics, public finance, or public administration; OR
 - Completion of two years of college PLUS two years of experience performing basic accounting functions in public finance; invoice processing; monitoring fiscal records; researching, gathering, and/or analyzing statistical information; or a combination thereof; OR
 - Six years of experience performing basic accounting functions in public finance; invoice processing; monitoring fiscal records; researching, gathering, and/or analyzing statistical information; or a combination thereof
- Valid driver's license
- Infrequent statewide travel with overnight stays

Position Desirables

- Experience working with accounts payables or budgeting
- Effective oral and written communication skills
- Strong organizational skills
- Ability to multi-task various on-going projects
- Proven proficiency with Microsoft Excel and Adobe software
- Ability to work as a team player in resolving issues and improving processes

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

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Office: Office of Finance & Administration/Bureau of Business Services

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; 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 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