

# Job Title: TECHNICAL MANAGER III - FISCAL ACCOUNTS COORDINATOR - IPR#45042

Agency: Department of Transportation

Closing Date/Time: 07/30/2021

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

Job Type: Salaried Full Time

County: Sangamon

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#45042 on the Technical Application PM1080.**

## Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Fiscal Accounts Coordinator.

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 reviewing and processing all accounts payable activities within the Bureau of Information Processing (BIP). The incumbent provides review of invoices and revolving account billing, prepares contract obligation documents, and ensures proper scheduling of bills for payment.

This position reports to the Budget and Finance Manager. There are no subordinates reporting to this position.

This position works in an environment where s/he is accountable for the scheduling and payment of the BIP's operational budget. Because of the department's budget constraints, maximum utilization of resources is extremely important. The incumbent must be aware of operations and the expenses of ongoing projects within the department and communicate regularly with the Bureau Chief of Information Processing and the Budget and Finance Manager concerning problems with areas where funding appropriation needs action.

Typical challenges include setting up annual revolving budget accounts, identifying and alerting the Budget and Finance Manager about areas of projected overspending, maintaining accurate accounting records, and ensuring vendor invoices are paid in an expeditious manner. The greatest challenge to this position is to maximize the utilization of the BIP budget by effectively monitoring resources.

The incumbent is responsible for providing current spending analysis information to the Bureau Chief of Information Processing and the Budget and Finance Manager and serves as a contact on billing issues with the Bureau of Business Services. This position recommends budget allocation, monitors expenditures, recommends remedial action to solve budget problems, prepares budget projections, and coordinates the transfer of funds.

S/He processes invoices, coordinates expenditure data as needed for BIP internal and external audits, monitors compliance with the Illinois Purchasing Act, and ensures compliance with established accounting procedures.

The incumbent is accountable for ensuring efficient budget resource management, monitoring all procurement requests, and recommending approval of these requests. This position coordinates special resource utilization studies and prepares recommendations for management review.

**(Job Responsibilities continued)**

The incumbent is given general latitude to accomplish responsibilities in such matters as contacting vendors to resolve billing disputes, recommending allocations, and monitoring subsequent expenditures. Issues of an extreme, complex, or sensitive nature shall be referred to the Budget and Finance Manager with recommended solutions. S/He is constrained by applicable departmental rules and budgeting practices, the Illinois Office of the Comptroller's accounting procedures, and the Illinois Purchasing Act as well as state and federal policies, rules, and regulations.

The incumbent has extensive internal contact with all central and district office management and BIP staff on matters relating to contracts, projects, and the budget. S/He confers regularly with the Bureau of Business Services on billing issues. External contacts include the Office of the Auditor General, consulting firms, vendors, suppliers, and contracted auditors. This position requires occasional in-state travel which may include overnight stays in order to attend meetings and/or training sessions.

The effectiveness of this position can be measured by the incumbent's ability to effectively schedule and manage the BIP's accounts payable activities by efficiently allocating and scheduling technology invoices.

**Principal Accountabilities**

1. Recommends budget allocation, monitors expenditures, recommends remedial action to solve budget problems, prepares budget projections, and coordinates the transfer of funds.
2. Ensures efficient budget resource management, monitors all procurement requests, and recommends approval of these requests.
3. Coordinates special resource utilization studies and prepares recommendations for management review.
4. Coordinates account payment activities to ensure bills are properly scheduled and paid from the correct funding entities.
5. Processes invoices, coordinates expenditure data as needed for BIP internal and external audits, monitors compliance with the Illinois Purchasing Act, and ensures compliance with established accounting procedures.
6. Maintains the automated BIP accounting systems to ensure data accuracy.
7. Provides analysis of pending budget expenditures and develops custom report formats, statistical tables, and charts.
8. Serves as the contact on billing issues with the Bureau of Business Services.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.

**Qualifications****Position Requirements**

- Education/Experience:
  - o Completion of a bachelor's degree majoring in accounting, business, or business administration, OR
  - o Completion of two years of college plus two years of experience with administering accounts payable, processing invoices, processing procurement requests, managing a budget, or a combination thereof, OR
  - o Six years of experience with administering accounts payable, processing invoices, processing procurement requests, managing a budget, or a combination thereof
- Occasional in-state travel which may include overnight stays
- Valid driver's license

**Position Desirables**

- Experience with procurements, specifically in the IT area
- Experience and general understanding of internet and intranet technology
- General understanding of Microsoft development technologies and software
- Experience and general understanding of government budget processes and terminology
- Experience with requests for proposal, invitations for bid, sole source contracts, and master contracts development and evaluation
- Experience working with both internal and external auditors
- Experience following strict guidelines, policies, and processes
- Detail-oriented with strong organizational skills
- Ability to adhere to schedules and deadlines

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

Work Location: Springfield - 2300 S Dirksen Pkwy

Office: Office of Finance and Administration/Bureau of Information Processing

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.