

# Job Title: ACCOUNTANT ADVANCED - IPR#45485

**Agency:** Department of Transportation

**Closing Date/Time:** 01/27/2022

**Salary:** \$4,353 - \$6,370 Monthly

**Job Type:** Salaried Full Time

**County:** Sangamon

**Number of Vacancies:** 1

**Plan/BU:** RC062

**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 Accountant Advanced. 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, analyzes local agency agreements executed annually for the purpose of coordinated highway construction work. Subsequent to analysis, independently initiates a complex accounting procedure unique to the particular agreement to provide reimbursement to IDOT of funds which were temporarily disbursed on behalf of the local agency during the active life of the construction work which is accomplished in conjunction with progress and final payments to highway contractors. Reviews work

of accounting personnel responsible for obtaining the documents required to begin billing. Establishing the contracts in the database, and processing remittances.

20%

1. Serves as lead worker of staff responsible for processing local agency and escrow account checks as well as all related record keeping. Develops, implements, controls, and revises accounting procedures. Directs work activities of skilled and unskilled workers. Determines assignments and lays out work. Provides guidance and direction to staff in the completion of duties. Directs the activities of personnel to verify conformance with departmental policies and procedures, as well as filling in during their absence.

20%

2. Conducts a thorough analysis of complex agreements executed by IDOT between one or more of the following; other state agencies, local agencies, and private developers; and for agreements between the State of Illinois and states with common borders for highways improvements of mutual interest to all parties concerned. The agreements, each unique, cover a broad spectrum of both technological and financial aspects including costs for engineering, land acquisition, construction, maintenance and utilities. Reexamines agreements involving supplemental agreements and addenda to verify billings and payments are correct. Handles inquiries and coordinates changes that are involved in these modifications.

15%

3. Maintains complex ledgers and files that can include from one to ten entities per contract. Subsequent to organization and correlation of agreements with construction contracts, billing in accordance with the terms of the agreement must be accomplished in concert with the contract award. Progress payments to contractors and/or final payment of contracts with follow-up to verify collection of monies. Coordinates collection of delinquent accounts. Prepares and processes notices to agencies involved, answers inquiries concerning billings and agreements to resolve these accounts.

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

10%

4. Performs file maintenance on local agency files to verify proper billings are accomplished. Notifies supervisor when it is necessary to establish CODs to make payments to local agency. Remits checks for all local agency and escrow accounts and verifies proper credit is given for all accounts involved.

20%

5. Audits progress payment estimates from BCM System outputs for quantities completed to date and either code for payment or reset the payment. Quantities put in place must be checked against original bid quantity plus or minus any adjustments due to change order authorizations. All numerical information must be audited for completeness and accuracy. This is a payment system for approximately 2,200 active contracts with payments totaling over 900 million dollars annually.

10%

6. Resolves disputes with the various agencies and parties on these agreements with supplemental agreements and addenda. During peak workloads, audits and processes progress payments to contractors as directed by supervisor.

5%

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

### **Knowledge, Skills, and Abilities**

- Requires knowledge, skill and mental development to completion of four years college with courses in business administration and accounting.
- Requires two years of professional experience in accounting, internal auditing, external auditing, budgetary planning and control or public accounting.

- Requires extensive knowledge of accounting, auditing and auditing theory, principles, methods and procedures.
- Requires extensive knowledge of laws, rules and regulations relating to state or non-state accounting or audition procedures.
- Ensures compliance with departmental safety rules.

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

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

**Office:** Office of Highways Project Implementation/Bureau of Construction

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

**Job Function:** Transportation; Fiscal/Finance/Business

**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.