Job Title: TECHNICAL MANAGER III - FISCAL MANAGER - IPR#45820

Agency: Department of Transportation
Closing Date/Time: 07/20/2022
Salary: $4,765 - $8,295 Monthly
Job Type: Salaried Full Time
County: Cook
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 a Fiscal 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 reviewing, processing, and producing fiscal documents for public transit and rail operation assistance, capital improvement grant programs, and technical studies grants for the Office of Intermodal Project Implementation (OIP).

Active grants and agreements: 400+
Value of annual programs budget: $1.2 billion
Value of annual operations budget: $3 million
Staff supported: 30 - 40

This position reports to the Financial Services Manager. There are no subordinates reporting to this position.
This position operates in an environment where s/he is responsible for planning and controlling the financial management of all public transportation grant programs and demonstrating a technical level of review and constant attention to detail. In certain instances, grants may fund projects of large sophisticated transit systems. In other instances, the recipients are less prepared to attend to the administrative complexities of the program. The incumbent must provide a thorough review to ensure that the OIPI maintains sound fiscal control of various state and federal grant programs. S/He recommends appropriate action for OIPI fiscal matters for both grants and the operating budget ranging from initial commitment of funds through audit reconciliation.

A typical problem confronting the incumbent is to control the fiscal activity for a variety of grant programs and incorporate requirements of fiscal compliance which often require special attention for the review and processing of documents. Other typical problems include maintaining a sound and efficient fiscal management program and recommending an effective allocation of resources for the OIPI’s operating budget. The greatest challenges are to develop an overall understanding of federal and state rules and guidelines for the financial programs of the OIPI to ensure they are consistently applied when reviewing contracts and invoices, to propose sound recommendations and refinements, and to produce and process accurate fiscal reports and documents in a timely manner. The volume of reports and documents generated by the incumbent makes timeliness an ongoing challenge in this position. Accomplishing these challenges requires the incumbent to constantly establish and re-evaluate priorities for managing the workload.

(Job Responsibilities continued)

The incumbent is personally accountable for reviewing and processing the financial invoices and contracts for public transit and rail grant programs. He/she is responsible for preparing all required fiscal documents, monitoring the expenditure of funds, and coordinating the accounting and reporting associated with these programs. These fiscal responsibilities require completing and processing large quantities of paperwork with a strong emphasis on timeliness and attention to detail. This position maintains operational expenditure spreadsheets that assist the Financial Services Manager with developing and managing the annual operating budget for the OIPI. The ability of the incumbent to maintain relevant historical data and provide realistic projections helps to maximize available resources. The incumbent manages the OIPI’s accounts receivables and ensures proper procedures are followed. The incumbent implements sound business practices that are essential for data tracking and problem resolution regarding the department’s Fiscal Operations and Administration (FOA) mainframe accounting system as well as the Office of the Comptroller’s statewide accounting management system. S/He prepares monthly and quarterly status reports of fiscal transactions and maintains budget documents. The incumbent also assists with the development and annual maintenance of written processes and procedures for fiscal activities and maintains proper shared files for all fiscal documents.

This position is constrained by departmental rules and regulations. The incumbent has latitude to accomplish tasks but refers matters of a unique and/or sensitive nature to the Financial Services Manager for consultation.

This position maintains constant contact with OIPI staff in order to coordinate fiscal activities. In addition, the incumbent maintains contact with the Office of Finance and Administration and the Office of Planning and Programming. Externally the incumbent maintains contact with the Department of Central Management Services, Federal Transit Administration, and various vendors and organizations with which the department does business. This position requires occasional in-state travel which may include overnight stays.

The effectiveness of this position may be measured by the ability of the incumbent to organize, prioritize, and communicate the administrative requirements of the OIPI’s grant programs and operating budget in order to maintain a sound financial management program in accordance with state and federal guidelines and generally accepted accounting practices.

Principal Accountabilities
1. Reviews and processes transit and rail fiscal documents for payment and filing with the Office of the Comptroller.
2. Prepares all required fiscal documents, monitors the expenditure of funds, and coordinates the accounting and reporting associated with these programs.
3. Manages the OIPI’s accounts receivables and ensures proper procedures are followed.
4. Assists with the development, planning, and reporting of the OIPI’s current and forecasted operating budget through use of the BDA and the FOA systems.
5. Prepares monthly and quarterly status reports of fiscal transactions and maintains information used for budget preparation.
6. Assists with the development and maintenance of processes and procedures for fiscal activities.
7. Maintains workflow status sheets and proper filing of fiscal records.
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 administration, public administration, business management, or accounting, OR
  - Completion of two years of college plus two years of experience processing invoices, reviewing and organizing fiscal documents, developing and maintaining fiscal reports, or a combination thereof, OR
  - Six years of experience processing invoices, reviewing and organizing fiscal documents, developing and maintaining fiscal reports, or a combination thereof
- Occasional in-state travel which may include overnight stays
- Valid driver’s license

**Position Desirables**
- Knowledge and understanding of basic accounting principles
- Experience with public transportation and rail funding programs
- General computer skills and proficiency with Microsoft Excel
- Strong attention to detail
- Strong oral and written communication skills
- Customer service mentality
- Willingness to learn and assist team members when needed
- Strong organizational skills
- Aptitude for working with numbers

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

**Work Location:** 69 W Washington St, Suite 2100, Chicago, IL 60602-3134

**Office:** Office of Intermodal Project Implementation

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

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