

Job Title: ACCOUNT TECHNICIAN II - IPR#45824

Agency : Department of Transportation

Closing Date/Time: 03/22/2023

Salary: \$3,856 - \$5,404 Monthly

Job Type: Salaried Full Time

County: Peoria

Number of Vacancies: 1

Plan/BU: RC014

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 Account Technician II.

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

35%

1. Performs technical accounting work by maintaining complex general accounting books for non- operating accounts.
 - Utilizes spreadsheets and books to assist in preparing financial reports for the district and the department.
 - Receives, sorts and verifies invoices received.
 - Reviews invoices for completeness, accuracy and availability of funds.
 - Matches invoices with the field purchase authority form with appropriate expenditure approval and verifies obligation and expenditure coding are correct.
 - Scans invoices with Knowledge Lake scanning software.
 - Utilizing the Financial Operating and Administration system, enters invoices to schedule and approve for

payment and ensure invoices are processed accurately and promptly paid from the contractual services, travel, commodity, equipment, telecom and op-auto line items for all bureaus.

- Maintains records of all authorizations and orders received for specific items from vendors.

30%

2. Maintains detailed spreadsheets on telecommunication and utility expenses for the district.
 - Tracks telecommunications bills received and utility expenses by utility type and location.
 - Assists the district's accountant in preparing financial reports for the department.
 - Reconciles spreadsheets and vendor payments against vendor statements and corrects any payment discrepancies directly with the vendor.

20%

3. Communicates with vendors to resolve questions relating to delivery of materials, clarification of invoices and any other matters.
 - Reviews and monitors obligation balances and verifies fund availability by appropriation to process payments.
 - Makes recommendations to manager for reallocation of funds .
 - Maintains and monitors expenditures for each bureau and maintenance sections .
 - Verifies vendor certification through the IOC's SAMS system prior to scheduling invoices for payment.
 - Contacts vendors to obtain a W-9 to certify their Tax Identification Number with the IOC .

10%

4. Reviews travel vouchers, licenses and tuition invoices for appropriate reimbursement and ensures proper supporting documentation.
 - Ensures licenses pertain to employee's position .
 - Approves and schedules travel and lodging invoices for payment.

5%

5. 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 two years of college and one year of technical accounting experience OR four years of related clerical bookkeeping experience.

Preferred Qualifications

1. Prefers extensive knowledge of accounting techniques, office methods and procedures.
2. Prefers ability to apply established accounting methods and techniques.
3. Prefers ability to make rapid and accurate arithmetic calculations.

Conditions of Employment

1. Requires successful completion of a background investigation.

Position Marketing Statement

The Illinois Department of Transportation is seeking to hire an Account Technician II. The successful candidate will, under direction of the Financial Services Manager, perform technical accounting work by maintaining complex general accounting books for non-operating accounts.

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

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

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

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Fiscal/Finance/Business; Clerical and Administrative Support; 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