

Job Title: ACCOUNTANT ADVANCED - IPR#45827

Agency : Department of Transportation

Closing Date/Time: 10/19/2022

Salary: \$4,525 - \$6,622 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: RC062

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 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.

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

30% 1. Performs complex and highly specialized accounting, reporting, and auditing work for the assigned area utilizing the WMFT (Windows Motor Fuel Tax) System, an application that tracks approximately 2,500 active contracts for over 3,500 local public agencies (LPAs) with payments totaling over \$500 million annually.

- Independently receives, analyzes, investigates, and tracks expenditure requests.
- Validates expenditures for statutory and fiscal compliance.
- Tracks and processes expenditures utilizing over 20 active federal funding categories and balances.
- Analyzes, prepares, and processes expenditures into invoice payment vouchers to reimburse LPAs and railroad entities utilizing the agency's Fiscal Operations Administration (FOA) system.
- Provides insight in evaluating, clarifying, and revising current fiscal procedures to assure they are effective and timely.

20% 2. Independently establishes, monitors, and maintains contract obligation documents (CODs) for the assigned area active contracts for LPAs tracking appropriations and obligations.

- Provides staff assistance for the execution of complex multi-party agreements and Illinois Commerce Commission (ICC) orders involving federal and state funding.
- Independently receives, analyzes, and processes new contracts where each new contract requires the establishment of a new COD.
- Independently receives, analyzes, and processes contract amendments where each amendment typically requires a COD increase or decrease as agreements are revised.
- Audits and evaluates newly established CODs for proper coding and federal funding utilizing complex and highly specialized project accounting, fund accounting, and grant management techniques.

(Job Responsibilities continued)

- Utilizes the Federal Project Management (FPM) system to track and review project status, funding, and balance information.
- Researches and takes corrective action to ensure funds are properly allocated.
- Regulates the funding structure for programmed projects which are not initiated through the statewide competitive bidding process.
- Prepares Late Filing Affidavits as needed.
- Independently reviews and closes CODs in FOA upon completion of a project and processes the release unexpended obligation monies.

20% 3. Independently establishes and maintains regular communication with various accounting personnel for the assigned area to obtain additional information and resolve any outstanding discrepancies including, but not limited to, missing identification numbers, incorrect or missing dates, incorrect or miscalculated dollar amounts, or improper coding of work items.

- Communicates with assigned district offices, ICC entities and City of Chicago to clarify status and resolve issues with reimbursement requests.
- Tracks and validates LPA's W-9 information for Comptroller's Office compliance.
- Communicates with assigned LPAs to clarify status and resolve issues with reimbursement requests.
- Communicates with the Bureau of Programming's Project Control Section staff to review and reconcile the monthly Financial Integrity Review and Evaluation (FIRE) process performing the required adjustments and inquiries to help maintain the department's open project activity compliance.
- Communicates with the Federal Highway Administration (FHWA) for federal statutes and regulations.
- Communicates within the Bureau of Local Roads and Streets to validate program details, contract details, funding, end of year processes and appropriation statuses.

(Job Responsibilities continued)

15% 4. Independently performs for the assigned area cost responsibility audits and reviews of invoices, obligations, and contracts to properly establish fiscal responsibilities for joint funding agreements and ICC orders.

- Maintains and monitors fiscal procedures to assure obligation authority is available and to expedite the accurate and timely processing of reimbursement procedures in accordance with federal and state regulations.
- Produces and reconciles the open project file report quarterly and reviews with assigned districts to validate open projects, their balances, and their statuses.
- Performs end of year procedures to carry over and/or extend contract obligations.

10% 5. Processes for the assigned area accounts receivable due the department from LPAs and railroad companies and reconciles to audit report.

5% 6. Performs other duties as assigned which are reasonable with the scope of those enumerated above.

Minimum Qualifications

1. Knowledge, skill, and mental development equivalent to completion of four years of college, with courses in business administration and accounting.
2. Two years of professional experience in accounting, external auditing, budgetary planning, and control of public accounting.

Conditions of Employment

1. Successful completion of a background investigation.

Position Marketing Statement

The Illinois Department of Transportation is seeking to hire an Accountant Advanced to perform complex financial accounting functions related to the financial records of expenditures and reimbursements to LPAs, including the City of Chicago, Cook County and railroad companies. The ideal candidate possesses experience in accounting, project accounting, and budgetary planning.

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 Highways Project Implementation/Bureau of Local Roads & Streets

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

Job Family: Fiscal/Finance/Business; 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