



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: February 5, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Tuesday, February 6, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, February 21, 2018**. Applications will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

MT I

Accounts Payable Management Technician
Region 4/District 6/Administrative Services
Office of Highways Project Implementation
Springfield

Attachments
42426

Technical Applications [PM1080 rev 6/1/17](#)****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 by **Wednesday, February 21, 2018**. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Management Technician I	Salary:	\$2,580 - \$4,735*
Position Title:	Accounts Payable Management Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW421-23-56-104-00-01	IPR#:	42426

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 6/Bureau of Administrative Services/126 E Ash St, Springfield, IL

Description Of Duties:

This position is accountable for processing specific purchase invoices in response to the district bureau's requirements and processing of Court of Claims requests from various vendors. The position coordinates a timely and accurate flow of invoice processing which allows the district to effectively utilize its budget resources to sustain its daily operations. The position is also responsible for the prompt processing of Court of Claims requests from vendors due to lapsed appropriations.

Special Qualifications:

Desired:

- Completion of two years of college preferably with major courses in business, accounting, public finance, public administration, bookkeeping and math
- Two years' experience in performing a variety of activities of a business nature
- Strong mathematical aptitude
- Knowledge of general bookkeeping practices and procedures as they relate to accounts payable
- Problem solving and sound judgment making abilities
- Familiarity with computers and above average data entry skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	January 2018	POSITION:	Accounts Payable Management Technician
APPROVED BY:	Jeffrey South	OFFICE/DIVISION:	OHPI/District 6/Bureau of Administrative Services
CODE:	PW421-23-56-104-00-01	REPORTS TO:	Financial Services Manager

Position Purpose

This position is accountable for processing specific purchase invoices in response to the district bureaus' requirements and processing of Court of Claims requests from various vendors. The position coordinates a timely and accurate flow of invoice processing which allows the district to effectively utilize its budget resources to sustain its daily operations. This position is responsible for the prompt processing of Court of Claims requests from vendors due to lapsed appropriations.

Dimensions

Indeterminate

Nature and Scope

This position reports to the Financial Services Manager. No staff reports to this position.

The incumbent operates in a sensitive area of the Financial Services Section of one of the largest districts within the department, where timeliness and accuracy in processing invoices and accounts payable is crucial and essential.

Typical problems facing the incumbent include providing accurate analysis and timely completion of assigned projects. The greatest challenges to this position include coordinating the responses by district bureau administrative personnel; asking to furnish receiving reports required to support vendor invoices and to obtain overdue invoices; closing account files when all goods are received and all payments made; scanning invoice data into the paperless computer system; and entering data in the FOA system.

Under general supervision, the incumbent processes purchase order invoices which require specific purchase authorizations or purchase orders; processes various other more complex invoices; Court of Claims applications; and performs minor independent tasks. The individual works independently on assignments. This position is personally responsible for receiving a wide range of complex purchase order/invoices and matching them to receiving reports; verifying extensions and totals; removing taxes and inappropriate service charges; making necessary additional copies; determining appropriation account code, expenditure code and split code as necessary; reviewing for irregularities (including, but not limited to, charges for items not on the purchase order, and discrepancies between invoice and purchase orders involving quantities and costs); and scanning all pertinent information concerning purchases so invoices can be processed in the FOA accounting system. Other duties include maintaining records/files which document those purchase items which have been received and invoiced, as well as processing requests for Court of Claims. The incumbent is responsible for performing other duties as required or at the discretion of the Financial Services Manager when unique situations occur which require a shifting of staff priorities. These duties include maintenance of the Utility database for entering locations of electric, water, sewer and other utilities along with utilizing proper e-object codes. This position is responsible for logging in and processing Accounts Receivable checks received by the department.

The incumbent has latitude to accomplish responsibilities of the position. Invoices or other matters of a unique nature are referred to the supervisor with recommendations for solution. This position is constrained by general accounting principles, departmental rules and regulations.

Internal contacts include the Budget Unit, Springfield personnel and personnel from the various bureaus.

The effectiveness of this position can be measured by the accuracy and timeliness of invoice processing as well as the avoidance of sending vendors to the Court of Claims for payment.

Principal Accountabilities

1. Processes complex invoices as they pertain to the operating budget.
2. Performs all necessary investigation work and follow-up measures required to ensure accurate coding and payment to vendors in a timely manner.
3. Processes all receivables including checks in accordance with Accounts Receivable defined by the Comptroller.
4. Assists the Financial Services Manager in compiling information for various reports for Budget Analysis or forecasting future trends and needs.
5. Maintains the department's Utility database.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.