



# Illinois Department of Transportation

## Memorandum

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

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement 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.

TM IV

Financial Services Manager  
Region 2/District 3/Administrative Services  
Highways Project Implementation  
Ottawa

Attachments  
42494

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Wednesday, February 21, 2018**, 4:30 p.m. 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

<b>Classification:</b>	<b>Technical Manager IV</b>	<b>Salary:</b>	<b>\$5,015 - \$7,085*</b>
<b>Position Title:</b>	<b>Financial Services Manager</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW414-23-53-103-00-01</b>	<b>IPR#:</b>	<b>42494</b>

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#### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 2 / District 3 / Bureau of Administrative Services / 700 E. Norris Drive, Ottawa

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#### Description Of Duties:

This position is accountable for coordinating the preparation, review, analysis, monitoring, forecasting and control of all district appropriation line items to ensure the most effective utilization of district funds; and directing the Financial Services Section.

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#### Special Qualifications:

##### *Desired:*

- Completion of four years of college preferably with major courses in business, economics, statistics, public finance, and public administration
- Five years' experience in business, economics, public finance and public administration
- Ability to plan, organize, and execute administrative or technical program requirements
- Ability to maintain harmonious relationships with employees, agency officials, and vendors

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#### 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**

<b>DATE:</b>	December 13, 2017	<b>POSITION:</b>	Financial Services Manager
<b>APPROVED BY:</b>	Kevin Marchek	<b>OFFICE:</b>	OHPI / Region 2/ District 3/Bureau of Administrative Services
<b>CODE:</b>	PW414-23-53-103-00-01	<b>REPORTS TO:</b>	Administrative Services Manager

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***Position Purpose***

This position is accountable for coordinating the preparation, review, analysis, monitoring, forecasting, and control of all district appropriation line items to ensure the most effective utilization of district funds and for directing the Financial Services Section.

***Dimensions***

Staff:	2 Direct
Annual District Operating Budget:	\$75.3 Million
Contract Obligation Documents:	100
Accounts Payable Invoices:	15,000
Accounts Receivable Invoices and Remittances:	300
Court of Claim Cases:	10

***Nature and Scope***

This position reports to the District Administrative Manager. Reporting to this position is an Accountant.

This position is accountable for providing expertise and direction for the Administrative Manager in areas of budget preparation, review, analysis, monitoring, forecasting and control for accounts payable and accounts receivable invoice processing. Projections and status reports are provided to the Administrative Manager and Regional Engineer via the incumbent that enable the establishment of priorities and the transferring of funds to maintain efficient operations. Expenditures are reviewed in order to maintain appropriation funding levels and adherence to the Comptroller and departmental regulations. This is complicated by the fact that within a three month period the incumbent is required to direct work on three separate budgets, i.e., modify obligations within the previous year's lapse period, prepare a spending plan for the current year budget, and assemble a budget request for the future year. Short time frames and tight deadlines for submittal of budget documents provide for a pressurized work environment.

The incumbent's greatest challenge is to provide accurate monitoring and analysis of Personal Services and Operating Expenditures and to make budget recommendations that will enhance the decision-making process of district management.

The incumbent is personally accountable for providing assistance to the district bureaus, through the Administrative Manager and Regional Engineer, with data and guidance in preparing, maintaining, and monitoring annual operating budgets. The incumbent completes the Quarterly Expenditure Operations Report that reflects surpluses and deficits by line item. Reports on Personal Services and Operating Line Items are prepared for review by the Administrative Manager and Regional Engineer to determine the priority and operating level of programs and services and recommendations are made on solutions to any problems that are identified. This position resolves vendor inquiries relative to Accounts Payable and Court of Claims cases and maintains a clear and accurate accounting of all district Accounts Receivable through analysis and coordination of work force and activities.

The incumbent personally coordinates the preparation, review, analysis, and forecasting of all district budget activities; reviews priorities with the district bureau chiefs based on fiscal year expenditures, budget limitations and recommends solutions; assists district management in organizing the budget goals and objectives based on budget projections; and makes recommendations to resolve budget problems that have been identified.

Responsibilities are accomplished with the assistance of the Accountant (2) which codes and schedules invoices for payment, reconciles obligation balances, requests vendor TIN numbers when necessary and maintains updated vendor files, prepares monthly budget status reports, maintains complete record of all district Accounts Receivables and Miscellaneous Collections, prepares Contract Obligation Documents, reviews and audits travel invoices, reconciles monthly vendor statements and compiles various financial reports.

The incumbent exercises wide latitude in directing staff and in monitoring and projecting district expenditures in accordance with the SAMS Manual, departmental guidelines and policies, and good accounting procedures. S/He is constrained by applicable departmental/state/federal policies and guidelines.

Internal contacts include district management and other district personnel; Office of Finance and Administration Bureaus of Business Services, Budget and Fiscal Management, Information Processing; and Office of Chief Counsel. External contacts include the Comptroller's Office, Department of Central Management Services, and vendors.

The effectiveness of this position can be measured by the incumbent's ability to maximize the utilization of the district budget by efficiently allocating and monitoring budget resources.

***Principal Accountabilities***

1. Coordinates the preparation, review and monitoring of the district budget and expenditures.
2. Provides analysis, forecasting, and status reports of expenditures to district management.
3. Maintains and administers the district Automated Accounting System.
4. Prepares district Operating Budget, Financial Reports, and Quarterly Expenditure Operations Report.
5. Provides guidance to district bureaus concerning budget procedures, purchasing guidelines, and provide solutions to problems.
6. Trains, motivates and evaluates staff.
7. Resolves vendor complaints as required.
8. Prepares all district Contract Obligation Documents.
9. Administers the district Automated Accounts Receivable System.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.