

April X ,2021

**Illinois Power Agency**

**Seeks**

BUSINESS ANALYST/OFFICE ADMINISTRATOR

(Account Technician II)

The Illinois Power Agency is seeking a Business Analyst/Office Administrator. Please see the attached job description for more information on the duties of the position and the qualifications required.

The Illinois Power Agency is an independent State Agency created in 2007 to develop electricity and renewable resources procurement plans to conduct procurement events to ensure adequate, reliable, affordable, efficient, and environmentally sustainable electric service for the default supply customers of Illinois electric utilities, and to implement procurements and programs to support the development of renewable energy for the state.. For more information about the Illinois Power Agency, please refer to: [www.illinois.gov/ipa](http://www.illinois.gov/ipa).

To apply, please submit a cover letter, resume, and three professional references with your online application at <https://illinois.jobs2web.com/job/Chicago-BUSINESS-ANALYST-IL-60602-4602/735742300/>

Applications without a cover letter describing the applicant’s relevant experience and why the applicant would be a strong candidate for this position will not be reviewed for consideration.

Salary commensurate with qualifications and experience.

No phone calls please.

*The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.*

105 W. Madison Street, Suite 1401, Chicago, IL 60602

[www.illinois.gov/ipa](http://www.illinois.gov/ipa)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ILLINOIS POWER AGENCY** | | | | |  | | **POSITION DESCRIPTION** | | | | |
| 1. POSITION TITLE | | | 2. AGENCY | | | | 3. WORK COUNTY | | 4. POSITION NUMBER | | | |
| Existing Position  Account Technician III | | | Illinois Power Agency | | | | 16 | | 00116 | | | |
| New/Revised Position | | |  | | | |  | |  | | | |
| 5. WORK LOCATION | | | | 6. TERM CODE | | | | | | ESTABLISH  CLARIFY  ABOLISH | 7. EFFECTIVE DATE | |
| Existing Position  Chicago | | | |  | | | | | | 6/X/21 | |
| New/Revised Position | | | |  | | | | | |  | | |
| % OF TIME | 8. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS | | | | | | | | | | |
| 25%  60%  15% | **Responsibilities:**  Reporting to the Agency CFO, the Business Analyst/Office Administrator will coordinate and manage the day-to-day activities related to recordkeeping, billing, and system implementations within the Agency.   * Agency business and financial:   + Provide administrative support:     - Organize and maintain IPA filing systems.     - Sort and deliver incoming mail.     - Respond to general inquiries from internal and external sources.     - Act as liaison in working with other Agencies including the Illinois Office of the Comptroller and Central Management Services.     - Assist IPA staff in the preparation of notices, letters, agendas and memorandums.     - Greet visitors and answer main phone.     - Coordinate with Central Management Services to reserve conference rooms for meetings and workshops     - Monitor and maintain office supply inventory and replenish supplies as needed or requested   + Provide support maintaining Accounts Receivable and Payable in QuickBooks and SAP:     - Process invoices and corresponding vouchers for payment     - Communicate with vendors.     - Prepare receipt deposit transmittals.   + Assist with Agency cash management process:     - Prepare bank deposits and assist the CFO with corresponding accounting and related reporting procedures.     - Communicate with vendors.   + Agency inventory management:     - Maintain master inventory list and related procedures for total value of IPA inventoried property (i.e. assets/equipment).   + Agency Information System / Telecom Coordinator:     - Monitor office multifunction printers     - Monitoring of Supplies / maintenance and troubleshooting     - Serve as liaison on system conversions including loading data, and testing integrations between State-administered systems and internal Agency processes and systems.     - Coordinate with DoIT (Department of Innovation and Technology) Telecom for the organization, access, utilization, configuration of hardware/software and invoicing of telephone systems and computer systems/applications for IPA staff.     - Serve as IT Coordinator with DoIT for the Agency’s, deployment, access, utilization and invoicing of all IT systems utilized by IPA staff.   + Generate required reports and information for annual audit, accounting, and regulatory compliance. * Other duties/tasks:   + Conduct special projects as assigned by the Director or CFO.   + Perform other duties as required or assigned by the Agency senior management team. | | | | | | | | | | |
| IMMEDIATE SUPERVISOR SIGNATURE | | | | DIRECTOR SIGNATURE | | | | | | | DATE |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.) | | | | |
|  | | | | |
| Chief Financial Officer | | | |
| 10. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:  SUPERVISOR  List position title, position number, and number of subordinate incumbents or authorized funded headcount: | | | |
| Position Title | Position Number | No. of Incumbents or Funded Vacancies |
|  |  |  |
| 11. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. | | |
| **Education:**   * Bachelor’s degree, preferably with courses in Business, Public Administration, Accounting, and Computer Information Systems.   **Experience and desired qualifications:**   * A minimum of three (3) to five (5) years of related office management, accounting, or database or system conversion experience. * State Government experience strongly preferred. * Experience with SAP strongly desired; experience with QuickBooks or other accounting software preferred. * Proficiency with Microsoft Word and Excel. * Demonstrated ability to produce quality work with a focus on accuracy, transparency, and accountability. * Strong organizational skills. * Excellent written/oral communication skills and interpersonal skills. * Ability to establish and maintain effective internal and external working relationships including Agency vendors, and employees in other State agencies, departments, and commissions. * Knowledge of the energy/utility industry and/or interest in renewable energy desirable but not required. * Quick learner with the ability to adapt to changing priorities, and proven ability to be resourceful, in a dynamic entrepreneurial office environment. * Stable work history. | | |