

February 21, 2019

Illinois Power Agency

Seeks

Office Administrator

The Illinois Power Agency is seeking an 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 and to conduct procurement events to ensure adequate, reliable, affordable, efficient, and environmentally sustainable electric service for the default supply customers of Illinois electric utilities. The Agency also conducts procurements and administers programs that promote the development of renewable energy resources. For more information about the Illinois Power Agency, please refer to: www.illinois.gov/ipa.

To apply, please send a cover letter, resume, and three professional references to: IPA.ContactUs@Illinois.gov.

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. Please apply by March 22, 2019.

Salary commensurate with qualifications and experience.

No phone calls please.

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

ILLINOIS POWER AGENCY

POSITION DESCRIPTION

1. POSITION TITLE		2. AGENCY		3. WORK COUNTY	4. POSITION NUMBER	
Existing Position Office Administrator		Illinois Power Agency		16		
New/Revised Position						
5. WORK LOCATION		6. TERM CODE			<input checked="" type="checkbox"/> ESTABLISH <input type="checkbox"/> CLARIFY <input type="checkbox"/> ABOLISH	7. EFFECTIVE DATE
Existing Position Chicago						2/21/19
New/Revised Position						
% OF TIME	8. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
75%	<p>Responsibilities: Reporting to the Agency CFO, the Office Administrator will coordinate and manage the day-to-day activities related to recordkeeping, billing, personnel, and logistics within the Agency.</p> <ul style="list-style-type: none"> • Agency business and financial: <ul style="list-style-type: none"> ○ Provide administrative support: <ul style="list-style-type: none"> ▪ 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 (IOC) and Central Management Services (CMS). ▪ Assist IPA staff in the preparation of notices, letters, agendas and memorandums. ▪ Greet visitors and answer main phone. ▪ Order supplies for Agency staff as needed. ▪ Coordinate with CMS to reserve conference rooms for meetings and workshops. ○ Function as Human Resources Manager and Payroll Officer: <ul style="list-style-type: none"> ▪ Oversee and maintain personnel files. ▪ Coordinate employee benefits. ▪ Oversee and monitor timekeeping records. ▪ Prepare payroll vouchers for processing via CMS Central Payroll. ▪ Enter payroll expenditures into QuickBooks ○ Maintain Accounts Receivable in QuickBooks and SAP: <ul style="list-style-type: none"> ▪ Prepare and process Receipt Deposit Transmittals and corresponding vouchers for deposit. ▪ Communicate with vendors. ▪ Work with IOC Receipt Department to ensure receivables are posted properly at IOC and reconcile with IPA records. ○ Serve as Agency back-up for Accounts Payable maintenance in QuickBooks and SAP: <ul style="list-style-type: none"> ▪ Assist with processing invoices and positing payments on an as needed basis. ○ Assist with Agency cash management process: <ul style="list-style-type: none"> ▪ Prepare bank deposits and assist the CFO with corresponding accounting and related reporting procedures. ○ Agency inventory management: <ul style="list-style-type: none"> ▪ Maintain master inventory list and related procedures for total value of IPA inventoried property (i.e., assets/equipment). ▪ Coordinate with DoIT (Department of Innovation and Technology) Telecom for the organization, access, utilization, and invoicing of telephone systems and computer systems/applications for IPA staff. ▪ Assist the IPA IT Coordinator and DoIT for the organization, 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. 					
25%	<ul style="list-style-type: none"> • Other duties/tasks: <ul style="list-style-type: none"> ○ Conduct special projects as assigned by the Director. ○ Perform other duties as required or assigned by the Agency senior management team. ○ Monitor and maintain office supply inventory and replenish supplies as needed or requested 					
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 or Public Administration.

Experience and desired qualifications:

- A minimum of three (3) to five (5) years of related Office Administrator 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.