



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Travel Coordinator (Part-Time)
Division: Operations
Salary: Commensurate with experience
Location: Chicago, Illinois

Overview: Travel Services Coordinator is responsible for coordinating and making travel arrangements for all employees of the State Treasurer's Office. The incumbent is responsible for ensuring all travel arrangements are made in a timely manner and are in full compliance with the Treasurer's Office Travel Policy and procedures. A significant part of the incumbent's time will be spent following up with employees who have issues related to Travel Authorizations, Travel Expense/Voucher reimbursements, Travel Procurement, timekeeping and other related issues.

Duties and Responsibilities:

- Receives requests for business and conference travel; obtains price quotes; makes travel arrangements, including airline, hotel, train and automobile rental reservation; ensures compliance with Office travel policies and procedures; prepares travel itineraries and registration for employee attendance at conferences and seminars.
- Prepares and processes requests for travel advances and conference registrations; assists accounting in reconciliation of individual travel expense reports to ensure compliance with Office travel policies.
- Audits travel transactions to ensure compliance with Office policies and procedures.
- Verifies that forms are completed correctly and that all documentation is present and valid regarding travel authorizations and travel expenses/vouchers reimbursements, etc.
- Tracks travel advances that are received prior to travel and contacts employees and others as needed.
- Communicates with employees as to procedural discrepancies, information requests, follow-ups, and any other travel-related issues until the issue is resolved.
- Monitors and maintains accurate records, databases, and other documents to support Travel for the Treasurer's Office as well as any Vendor records that incumbent is assigned.
- Answers general travel questions for staff and regarding travel policies, pricing, geography, routing and other travel-related questions.
- Researches and assembles information from a variety of sources for the preparation of reports.
- Recommends procedural or other changes to improve the efficiency of section operations and customer service quality.

Requirements/Qualifications/Certifications: Bachelor's degree in business administration or related field three (3) or more years of work related experience: OR any equivalent combination of education and experience that provides the required knowledge, skills, and abilities to carry out the duties of the position

Application Process: Send completed application including letter of interest and resume via email to:

Director of Human Resources & Equal Employment Opportunity @ HR@illinoistreasurer.gov
http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States.

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