

## ERP Project Manager

---

### About us

Learn more about the **Tollway's** commitment to keep you informed. If it's financial, leadership or policy information you are looking for, this is where you will find it. All of the Tollway details point in one direction--customer service. Whether it's I-PASS, the Congestion-Relief Program, Open Road Tolling, or keeping you safe with our H.E.L.P. trucks, we are committed to you.

### Position Purpose:

Directs and coordinates planning, scheduling, communication and execution of the Tollway Enterprise Resource Planning System (ERP) implementation. This position reports to the Chief of Finance, but will respond to the Tollway's ERP Steering Committee as well. The ERP Project Manager will work closely with the functional project leads, technical staff, and project consultants. The ERP Project Manager directly supervises two project administrators, and supervises other technical and functional staff on ERP business process implementation matters.

### Dimensions:

Oversees:

Operating Budget \$600,000

Receipts Recording \$626 million

Disbursement Control \$1.1 billion

### Nature & Scope:

The ERP Project Manager has responsibility for leading the Tollway team and consultants assigned to implementing an ERP system with identified system requirements, on time and within budget.

- The ERP Project Manager will oversee the implementation according to the plan adopted by Tollway senior management and the Tollway ERP Steering Committee.
- He/she will guide functional leads and other project team members through successful scheduling, coordination, and execution of project activities, keeping the team on task, on time, and on budget.
- The Project Manager works closely with business users, consultants, and technical staff to define system requirements, assesses solutions, and manage projects through design, development, testing and deployment.
- The ERP Project Manager will lead the project team, report to Tollway management, and act as a liaison to other stakeholders.
- The first modules of the system, including the financial/accounting modules are expected to be implemented and operational by January 1, 2012.
- This position will assist the Chief of Finance, Controller, and other senior management of the Tollway in ensuring that all business units system needs are satisfactorily addressed in the new system.
- Key contacts include the Finance, Toll Operations, Engineering, Business Systems, Administration, and Procurement departments, as well as other areas within the Authority.
- Principal contacts outside the Authority include project consultants, software companies, the State of Illinois Treasurer, Office of the Comptroller, Department of Central Management Services, and other private vendors and companies.

### Principal Accountabilities

- Oversees the ERP project and directs the ERP project team to ensure the successful and timely ERP implementation.
- Monitors the project with respect to time, scope, risk, budget, and allocation of personnel.
- Ensures that systems accommodate statutory requirements and guidelines, and conform to essential needs of Authority operations.

- Reviews and recommends procedures and alternative actions to be implemented, when necessary, with the Controller, Chief of Finance, and other senior management of the Tollway.
- Manages project relationships, including relationships with team members, consultants, Steering Committee, user departments and other stakeholders.
- Performs efficient budget management within accepted parameters to accommodate the Authority's requirements.
- Assigns and directs the efforts of support staff for project tasks and ensures the completion in a timely manner in order to implement ERP on schedule and within budget.

Requirements

---

## **ERP Project Manager**

---

### **Requirements for ERP Project Manager**

#### **Education:**

- Bachelors Degree in Finance, Accounting, and Information Technology, related degree or significant relevant experience required.
- Masters Degree in Accounting, Finance, Information Technology or related degree preferred.

#### **Experience:**

- Considerable project management experience with ERP systems implementation, or similar consulting or project management experience is required.
- Experience with SAP or PeopleSoft implementation preferred.

#### **Experience / skills / abilities required/desired:**

- Three (3) to five (5) years of work experience in finance, information technology or related field are required.
- This position requires excellent written and verbal communication skills, project management, and business systems experience.

#### **Job Qualifications:**

To be selected for a position, an applicant must

- Meet the minimum requirements of the job posting
- Pass a written exam (if applicable)
- Satisfy a background check (which may be extensive)
- Pass an oral interview, during which the interview will further evaluate the applicants qualifications.
- Original transcripts, license must be submitted upon candidate processing and/or transfer if the position requires a degree and/or license.

Internal Applicants who are current employees must have worked in their current position long enough to pass probation to be eligible to apply for the position. In addition, applicants are also subjected to an internal investigation which includes an evaluation of their work record, safety and discipline records, their performance assessments and time and attendance records (including late starts and early quits) for the preceding 12 months. (Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

---

**Applicants interested in applying for this position can apply to  
Downers Grove Office Illinois Tollway – Human Resources**

**2700 Ogden Ave. Downers Grove, IL, 60515**  
**between the hours of 8:00 a.m. to 4:30 p.m. Monday through Friday.**