

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Financial Contact Position Number: 15009 & 21065

Location: Helena Department: Transportation

Division and Bureau: Administration / Accounting Services Section and Unit: n/a

Job Overview:

These positions serve as a financial contact for the Aeronautics Division and for the General Operations Program that includes the Administration, HROS, Information Services, and Professional Services Divisions and the Director's Office. Provides a range of professional services to implement fiscal plans and program objectives related to state and federal budget projections, federal-aid contracts and programs, and ongoing financial processing. The position oversees the administration and operation of all aspects of the respective division's finances and budgets.

These positions report to the Accounting Services Bureau Chief.

Essential Functions (Major Duties or Responsibilities):

Division Accounting and Financial Analysis – 70%

- Tracks, analyzes, and projects financial information to ensure the Division's work plans and programs comply with federal and state regulations and laws and follow MDT policies and procedures.
- Prepares and presents financial analysis, projections, proposed program changes and suggested policy and procedure adjustments to the respective Division Administrator(s), Bureau Chiefs and Administration Division staff.
- Reviews Division's accounts payable, procard and journal transactions in accordance with MOMs manuals, GAAP and 2 CFR 200.
- Coordinates and directs compliance reviews within the Divisions, with the MDT Audit Services, with respective federal agencies, and through the Administration Division and Legislative Audit Division (LAD).

- Develops cost-effective strategies to accomplish Division goals related to administration, personnel, financial operations, and organizational structures.
- Provides high-level accounting guidance for Division assets to ensure that additions and transfers, inventories, and transactions are accounted for properly.
- Reviews processes for efficiency, accuracy, and compliance, and develops and recommends process modifications to ensure continued program efficiency and effectiveness.
- Establishes procedures for the financial coordination between MDT and various entities including other state agencies, federal agencies, Tribal Governments, Local governments, and private developers.
- Ensures Division's contracted services are managed in accordance with contractual time and funding limits and payments are properly identified for tracking purposes within the Department's accounting systems. Assists contract liaisons with monitoring contractual time and funding limits.
- Monitors monthly grant financial reports to ensure that all transactions are properly processed in accordance with the grant authorization. Identifies incorrect transactions, initiates correcting journal vouchers, and monitors the processing of those journals.
- Monitors the timeliness of the grant closing process upon completion of the grant requirements.
- Participate in calculating rates and charges for Yellowstone Airport proprietary account. Rates are reviewed by the legislature and calculated to demonstrate a fund balance sufficient for annual airport operations.
- Responsible for tracking, evaluating, and interpreting fiscal impacts of state legislation and at the Congressional level. This position serves as the primary point of contact for Division budget requests during the Executive Planning Process.

Budget Development & Administration - 25%

- Develop and administer Division budgets, fiscal management plans, and financial programs to ensure quality and cost-effective program delivery, compliance with state and federal requirements, statutory compliance, and efficient operations.
- Evaluate and integrate financial requirements related to legislative appropriations, current and future program needs, and recommendations provided by program managers and other Division personnel.
- Plan, coordinate, and administer the Division's budget request; assists in the presentation and justification of the Division's budget request to the Director and legislature; develop testimony and responses for Governor's office and legislative requests; and direct the resolution of complex budgetary problems to ensure budgets reflect the current and anticipated needs and funding capabilities of the Division.

- Direct the fiscal note process for the Division by evaluating proposed legislation, determining fiscal impacts, and providing impact documentation that effectively represents, promotes, and defends Department positions and perspectives on fiscal issues.
- Present and discuss Division budgets and financial programs at Division meetings and represent the division in financial contact meetings.
- Manage program budgets to ensure adherence to budget allocations, develop state and federal cost projections, and determine spending guidelines and budget modifications. Develop budget projections and resolve discrepancies to determine potential surpluses and deficiencies. Apprise the Division's Management of the changing financial status of various programs.
- Develops realistic personal services projection scenarios for management by coordinating the input, extraction, and analysis of PSBM data.
- Oversees and coordinates the Division budget development business process and determines fiscal impact of realized and potential business process changes. Coordinates with the Administration Division in adjusting budget requests and implements budget modifications.

Other Duties - 5%

Perform a variety of other duties and activities as assigned by management in support of the Department mission and objectives.

Supervision

The number of employees supervised is: N/A

The position number for each supervised employee is: N/A

Physical and Environmental Demands:

Works in a typical office environment.

Knowledge, Skills and Abilities (Behaviors):

The position requires an advanced knowledge of the concepts, principles, and practices of accounting, budgeting; financial management; research and analysis practices; full cost accounting principles; legislative process; and business administration; Generally Accepted Accounting Principles; Auditing, and Financial Reporting requirements; and must become familiar with state and federal rules and regulations related to agency accounting activity.

The position also requires knowledge of automated accounting software, management and financial systems and other systems. The position requires knowledge of administrative goals and objectives, legislative and administrative rule requirements, and processes. The position will become familiar with Montana statutes, MDT rules, regulations, policies, and procedures; state and federal budget and financial reporting requirements; and adult education and training methods.

The position requires skill in the operation of a personal computer, office software and specialized financial management systems, and standard office equipment; mathematical analysis; problem solving techniques; written and verbal communications; and presentation and negotiation. Requires skills in research, writing and editing.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a bachelor’s degree in accounting or a related field.

This position requires a minimum of 1 year of related accounting experience.

Certifications, licensure, or other credentials include: NA

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver’s license |
| <input checked="" type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |

MFPE Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

| | | |
|-----------------------------|--------------|-------------|
| Immediate Supervisor | Title | Date |
|-----------------------------|--------------|-------------|

| Administrative Review | Title | Date |
|------------------------------|--------------|-------------|
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My signature below indicates that I have read this job description.

| Employee | Title | Date |
|-----------------|--------------|-------------|
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Human Resources Review

Job Code Title: Accountant 2 Job Code Number: B21012 Pay Band: 2

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|--|--|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input checked="" type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

| | | |
|------------------|--------------|-------------|
| Signature | Title | Date |
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