

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 Policy Lead **Position Number: 20029**

Location: Helena **Department: Transportation**

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

Job Overview:

This position is responsible for establishing accounting policy and structure for the Division and MDT. Conducts financial monitoring to ensure cost efficiency and compliance within the department's multiple divisions and districts. Ensures compliance with complex federal regulations and establishes goals, objectives, and priorities for all accounting functions within the department. Serves as the technical expert and communicates requirements to financial contacts throughout the department. This position reports to the Accounting Controls Bureau Chief and does not supervise others.

Essential Functions (Major Duties or Responsibilities):

Accounting Treatment and Financial Analysis 85%

- Establishes policies for consistent internal accounting treatment of financial transactions to ensure departmental compliance with state and federal policies and laws. Analyzes and provides input on proposed changes and the development of accounting policies by the Department of Administration (DofA). Reviews pronouncements issued by the Governmental Accounting Standards Board (GASB), Montana Operations Manual (MOMs), and Code of Federal Regulations (CFR) to determine applicability to the department's financial accounting treatment and determines necessary changes to report formats and accounting practices.
- Recommends new financial system structures and modifications based on interpretations of MOMS, GASB and Federal CFR. Communicate all system changes to MDT financial staff and work with the Accounting System Operations Supervisor and Accounting Treatment Supervisor to establish proper changes in Statewide Accounting, Budgeting and Human Resource System (SABHRS), and MDT's financial systems.

- Coordinates with the Strategic Project Specialist to prepare training, procedural updates and communicate financial policy to MDT staff.
- Responsible for the department's Cash Management and ensuring compliance with the Cash Management Improvement Act (CMIA). Responsible for the daily monitoring of cash to ensure sufficient funds are available to meet the departments' obligations and ensures the department complies with state law regarding cash balances. Invests cash with the Board of Investment's (BOI) Short-term Investment Pool to maximize interest earned on department revenues which requires monitoring, analysis and researching mechanisms available to maximize department cash and minimize the department's debt exposure.
- Monitor, analyze, and research the need for Long-Term debt. Develop, monitor and maintain processes to properly account for bond issuances and proceeds in accordance with state and federal policy and laws. Reviews, monitors, and requests Intercap loans from the BOI to meet department obligations and ensure compliance with state laws and policies.
- Serves as the agency expert for fixed assets. Review entries to ensure fixed assets are properly recorded on AM and leases/SBITA are recorded in LM. , Work with DofA to resolve fixed assets questions and issues that affect the ACFR.
- Assist with the annual inventory of fixed assets and materials. Ensure District Financial Officers (DFO), Area Administrative Assists (AAA) and HQ Financial Contacts are adequately trained to ensure accurate and consistent methods are applied during the inventory process. Review annual adjustments to AM module based on the results of the physical inventory counts.
- Responsible for ensuring financial reporting complies with federal regulations and state laws and policies.
- Provides the Global Budget Analyst with financial information and technical accounting support for preparation of the Long-Range Planning Document and other sections included in the department's financial status report. Prepares financial reports required for long-term debt issuances.

Other Duties 15%

Performs any additional duties identified by the Accounting Services Bureau Chief and Administrator in support of the Department mission and objectives. Assist with responses to audit recommendations, Compile financial information for required fiscal notes for proposed legislation, and provide support to other accountants and financial areas.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

This position functions in a typical office environment.

Knowledge, Skills and Abilities (Behaviors):

Knowledge: Requires an advanced knowledge of the principles and practices of governmental accounting and budgeting; research and analysis practices; business administration; Generally Accepted Accounting Principles; Governmental Accounting, Auditing, and Financial Reporting requirements; and must become familiar with state and federal rules and regulations related to department accounting activity.

Requires knowledge of automated accounting software, management and financial systems and other systems. Knowledge of administrative goals and objectives, legislative and administrative rule requirements, and processes. 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.

Skills: Requires skills in evaluating, analyzing, and documenting internal control structures. Financial data is in an electronic format, and the preparer must have advanced knowledge of the procedures with electronic spreadsheets and other data processing applications in order to extract and perform the necessary analyses and operations. Ability to effectively communicate with a variety of people, internal and external, to the Department.

Abilities: Ability to mediate conflicts, multi-task, accuracy in work, meet inflexible deadlines, compute arithmetic operations, comparing data, and compiling information. Provided broad direction from management and is expected to work independently and resolve unusual situations with little or no supervision.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Accounting or a related field.

This position requires a minimum of 3 years of experience in governmental accounting, internal control structures, or a related field.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: none

Special Requirements:

List any other special required information for this position

Fingerprint check Valid driver’s license

Background check Other; Describe

none 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
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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 3 Job Code Number: B21013

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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