

# 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: Accounting System Operations Section Supervisor      Position Number: 21003**

**Location: Helena      Department: Transportation**

**Division and Bureau: Administration Division/Accounting Services Bureau**

**Section and Unit: Accounting System Operations Section**

### **Job Overview:**

Responsible for establishing and maintaining accounting processing functions of Accounts Payable, Accounts Receivable, Cash Deposits, Journals, Billing and Reconciliations. Set accounting procedures according to established policy, conduct financial monitoring to ensure cost efficiency and compliance within the Accounting Services Bureau. Ensures Department compliance with state and federal regulations and aligns established Division goals, objectives and priorities to accounting operations.

This position reports to the Accounting Services Bureau Chief and supervises 7 staff.

### **Essential Functions (Major Duties or Responsibilities):**

#### **Procedure Development - 35 %**

- Assists with establishing internal controls standards.
- Reviews and monitors Division and District policy and procedures. Provides input to Bureau Chief and ASB policy team to assist with developing consistent business processes and policy.
- Coordinates with Accounting Treatment Section when developing accounting procedures and policy.
- Ensures section procedures are in compliance with GAAP, and State and Federal fiscal procedures, and MOMs manual and updated on a regular basis.

- Provides oversight and makes recommendations related to financial system problem and error resolution of accounting processes. Coordinates the implementation of solutions with other Divisions and ISD as needed.
- Interprets and provides guidance related to MDT, state and federal financial procedures and policies established by MDT Administration Division and the Department of Administration.
- Develops solutions to procedural problems based on analysis of business processes and input from Accounting Treatment Section and the Accounting Services Bureau policy team.
- Develop, implement and coordinate section accounting structure and procedures based on policy changes.
- Provide critical information utilized in program development and implementation, development of legislative proposals and strategies, and modifications to existing programs, administrative rules, and departmental policies and procedures.
- Monitors compliance with established operational policies and procedures and achievement of goals through consultation with subordinate staff, personal review of program operations and project plans and through discussions with other Department staff and management.

### **Accounting Operations - 35 %**

- Provides technical direction, priorities and oversight on accounting transaction processing such as accounts payable, inter unit journals, journals, receivables, deposits, wires, write offs, and billing...
- Works with other sections within MDT to develop and implement accounting policy and procedures within financial systems in accordance with MOMS policy, GAAP and GASB,
- Develops and implements solutions to operational problems with systems involving conflicting requirements.
- Provides direction on the nature and content of section operations to achieve short and long term accounting operations goals for the Department.
- Keeps the Bureau Chief informed of potential opportunities and problem areas within the section.
- Oversees the reconciliation activities in the Section for SABHRS accounts to identify unreasonable or inappropriate transactions and initiate corrective transactions or account adjustments.
- Perform Fiscal year end duties for the section and ensure all staff complete their duties by deadlines in order to close accounting systems accurately and by the DOA close date.
- Coordinate with MDT's Legal team to research and analyze MCA, Administrative Rules of Montana, and Montana Operations Manual to ensure proper application and accounting on all collection processes.
- Participates in strategic planning in coordination with the Division Administrator, Bureau Chiefs and managers to develop and establish short and long-range plans. Develops viable goals and objectives consistent with agency and Division priorities.

## **Staff Supervision - 30 %**

- Directly manages professional staff by reviewing and revising overall work plans, priorities and procedures and monitoring progress through regular meetings and consultations. Conducts staff meetings, disseminates data and promotes information exchange for support and advancement of Division, Bureau and Section goals.
- Identifies staffing needs, recruits and hires employees and allocates staff to adequately support the on-going operations and activities of the Section.
- Determines training needs of section staff and prepares, presents or coordinates training through personnel specialists to ensure that modern technologies and operational strategies are available.
- Evaluates, directs and coordinates the on-going operations and activities of the Section, including fiscal and accounting controls, to develop new processes and standards that promote integration, consistency and efficiency of various functions. Conducts workflow, cost and process analyses, determines specific areas of enhancement and develops and implements operational improvements.
- Evaluates the performance of all positions directly supervised and completes performance evaluations. Recommends, implements and monitors corrective actions. Enforces disciplinary policies to ensure consistency in application of disciplinary actions.
- Ensures that Section staff complies with State and Departmental personnel rules, regulations and policies. Resolves grievances at the lowest level whenever possible.

## **Supervision**

The number of employees supervised is: 7

The position number for each supervised employee is: 21026, 21010, 21016, 21008, 21053, 21059 and 22081

## **Physical and Environmental Demands:**

This position functions in a typical office environment.

## **Knowledge, Skills and Abilities (Behaviors):**

Knowledge of the various accounting, financial management, management processes and government organizational models and their interrelationships to meet established objectives, laws and regulations. Considerable knowledge and understanding of the theories, principles, practices and procedures of governmental accounting, GAAP, GASB, GAAS, GAAFR and Statewide Cost Allocation.

Must be able to communicate with a wide variety of people in a broad variety of settings. Ability to build consensus within groups on controversial issues but also enforce standards when appropriate. Ability to establish and maintain effective working relationships with all department personnel, other state agencies and the public.

Must have the ability to assess and solve complex accounting issues and problems, devise methodologies and solutions, perform analyses and relate relevant information. Must be able to clearly and concisely form and express ideas and concepts; interpret technical information and findings to varied audiences.

Must be skilled in using a personal computer and comfortable with accounting related software such as state and federal government software systems and their related processes.

### **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 4 years progressively responsible experience in governmental accounting, budgeting or a closely related field. This position requires a minimum of 1 year of supervision or team lead experience.

Certifications, licensure, or other credentials include:

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*

☒ 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.

---

<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
-----------------------------	--------------	-------------

---

<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
------------------------------	--------------	-------------

---

My signature below indicates that I have read this job description.

---

<b>Employee</b>	<b>Title</b>	<b>Date</b>
-----------------	--------------	-------------

**Human Resources Review**

**Job Code Title: Accounting Supervisor**

**Job Code Number: B2101M**

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

☐ FLSA Exempt

☒ FLSA Non-Exempt

☒ Telework Available

☐ Telework Not Available

☐ Classification Complete

☐ Organizational Chart attached

**Human Resources:**

---

**Signature**

**Title**

**Date**