

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: Accountant 1.1 & 1.2 **Position Number: 21008, 21016, 21053, 21059,**

21026, 22058 **Location: Helena** **Department: Transportation**

Division and Bureau: Fiscal Services Division / Accounting Services Bureau

Section and Unit: Accounting Processing Section

Job Overview:

These positions are responsible for preparing and processing accounts receivable transactions to include state property damage, vendor overpayments, miscellaneous invoicing and ensuring the transactions are billed timely and recorded in the financial system. Responsible for processing other accounting transactions, including by not limited to accounts payable, journals, IUJS, wires, and daily deposits. Performs account and system reconciliations and provides both internal and external customer support. These positions report to the Accounting Process Section Supervisor.

Essential Functions (Major Duties or Responsibilities):

Accounting Controls 70% **Level I**

- Generate varying routine transactions daily, such as journals. Generate correcting entries and financial accounting and reporting needs as appropriate. Review coding for accuracy.
- Perform monthly reconciliations of assigned accounts looking for discrepancies or unusual entries. Research, resolve and reconcile irregularities. Initiate any correcting journals for incorrect entries and gather documentation to submit for approval.
- Process accounts receivable and accounts payable transactions, including preparing all associated entries into the financial system.
- Assist with developing and presenting training. Training must be able to be presented in person or delivered via electronic means.
- Prepare daily cash and check deposits and record in the financial system.
- Participate in FYE duties to meet the required deadlines.
- Participate in testing system changes from an established test plan for MDT's financial systems.

- Maintain current process and procedures manuals for assigned duties.
- Process monthly contractor payments. Prepare budget communication, review errors, and process TERO and IOS and CGRT withholding.

Level II

- Analyze accounts receivable aging to help determine write offs and collection activities.
- Perform write-offs in the SABHRS system for bad debts, settlements, accounts in the AR module paid with a credit card, etc.
- Process refunds in credit card processing application. Be able to reconcile credit payments to the financial system.
- Research, analyze, and evaluate accounting system errors, user problems, and other issues by verifying accounting information among the many internal subsystems and SABHRS.
- Participate in the development of system test plans and troubleshoot any identified issues.
- Interpret MOMS policy to provide guidance to staff on accounting processing. Use MOMS to recommend changes to APS Supervisor.

Customer Relations 20%

Level I

- Work with the Treasury on discrepancies in their reconciliation to provide documentation or make entries in SABHRS.
- Provide guidance to District Financial Officers and Financial Contacts on accounting processing.
- Provide supporting documentation and information to external customers on accounting transactions.

Level II

- Serves as liaison to outside collection agencies.
- Ability to develop and present training to internal and external customers both in person and electronically.

Other Duties 10%

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

Supervision

The number of employees supervised is: 0

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

Physical and Environmental Demands:

- Works in a typical office environment.
- Must be able to lift packages weighing up to 10 pounds.

Knowledge, Skills and Abilities (Behaviors):

Knowledge of the principles and practices of accounting, state and federal laws and regulations of automated financial systems and personal computer software applications.

Ability to reason deductively and inductively; effectively organize workload and prioritize and manage multiple responsibilities to meet established deadlines; communicate effectively orally and in writing; analyze complex situations and procedures; evaluate the effectiveness of processes; understand rules, regulations, laws, policies, and procedures and apply them appropriately; and determine the most appropriate response to complex situations. Requires the ability to establish effective working relationships with co-workers, management, and internal and external customers.

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 Business or a related field.

No related work experience is required.

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

Required certifications, licensure, or other credentials include: n/a

Special Requirements:

List any other special required information for this position

☐ Fingerprint check

☐ Valid driver's license

☒ Background check

☐ 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
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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

Job Code Number: B21011

Level: 1

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