

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 Technician 1.1 & 1.2

Position Number: 21046 & 24002

Location: Helena

Department: Transportation

Division and Bureau: Fiscal Services Division, Revenue Services Bureau

Section and Unit: Revenue Administration Section

Job Overview:

This position performs accounting technician duties by reviewing federal tax returns for agricultural fuel tax refund eligibility, entering fuel tax returns into the appropriate system, and ensuring accurate processing of cash, checks, taxpayer information, and refunds under department internal controls, while providing support to section staff and reporting to the Revenue Administration Supervisor.

Essential Functions (Major Duties or Responsibilities):

Accounting Controls 70%

- Responsible for the accurate recording of all checks and cash received at MDT headquarters.
- Receives, enters information on the AP System, and reviews applications for refund of motor fuel tax for accuracy and supporting documentation.
- Makes determination if application requires further information or is ready for approval.
- Receives and enters fuel tax returns into the appropriate system.
- Manages the division's record retention process by working closely with ISD's Records Management Section to assure record retention and disposal meets state's requirements.
- Manages the division's surplus, or repair of equipment and furniture. Monitors supply levels and orders supplies for division as needed.
- Answer phone calls and provide customer service to the department's internal and external customers.

Mailroom Operations 20%

- Ensures accurate and efficient daily mail processing.
- Opens envelopes by hand and stamps received date on incoming mail.
- Prepares UPS and FedEx packages.
- Prepares mail and packages for delivery, records and tracks specialized deliveries, and resolves undeliverable or missing mail issues.
- Explains service options to staff based on cost, specific needs, and priorities.

Other Duties 10%

Performs a variety of other duties as assigned by the supervisor or Fiscal Services Division management in support of the Department's mission and objectives.

Supervision

The number of employees supervised is: None

Physical and Environmental Demands:

- Works in a typical office environment.
- On a daily basis, drives a state vehicle to other government offices for pickup and delivery of mail, parcels, and state warrants.
- Lifts packages and boxes weighing up to 25 pounds.

Knowledge, Skills and Abilities (Behaviors):

- Ability to effectively organize workload.
- Ability to prioritize and manage multiple responsibilities to meet established deadlines.
- Effective communication verbally and in writing.
- Ability to analyze situations and procedures.
- Ability to understand rules, regulations, laws, policies, and procedures and apply them appropriately.
- Ability to determine the most appropriate response to situations.

Minimum Qualifications (Education and Experience):

Level 1

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a High School diploma or equivalent.

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

Level 2

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to an Associate’s degree or 2 years of post-secondary education in business or related field; Or 2 years of related office experience.

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
- 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

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

Employee

Title

Date

Human Resources Review

Job Code Title: Accounting Technician

Job Code Number: Q33021

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