

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: Program Accountant

Position Number: 20004, 21035, 21040, 21059

Location: Helena

Department: Transportation

Division and Bureau: Fiscal Services Division / Accounting Services Bureau

Section and Unit: Accounting Management Section

Job Overview:

The Program Accountants ensure accounting treatment is recorded in accordance with GAAP, maintain accurate and reliable financial statements, establish and maintain internal controls, conduct financial monitoring to ensure cost efficiency and compliance within the Department's accounting, budgeting and fiscal bureaus and maintain the database of MDT assets. Ensures state compliance with complex federal regulations and establishes goals, objectives and priorities for all accounting functions. Provide technical assistance to division/district financial contacts, budget analysts, and project management to ensure consistent application of policies and procedures. Reports to the Accounting Management Section Supervisor and does not supervise others.

Essential Functions (Major Duties or Responsibilities):

Program Accounting Treatment - 60%

Level 1

- Review basic and routine accounting transactions to ensure appropriate accounting treatment is applied.
- Perform monthly reconciliations of assigned account(s) and fund(s). Complete reconciliation between SABHRS and the MDT cost accounting system. Initiate correcting entries as needed.
- Complete assigned fiscal year-end tasks.
- Review monthly Trial Balances and assist in financial statement preparation.
- Attend monthly financial team meetings with the Programs/Divisions supported.
- Perform financial analysis for the purposes of ensuring consistent and proper accounting treatment between programs. Demonstrate an understanding of the differences in basis of accounting treatment between governmental and proprietary funds.
- Verify accounting treatment of a transaction and understand the budgetary implications.
- Enter new assets and retire old assets into the MDT asset database accurately and timely.

Level 2

- Recommend changes where necessary or appropriate for financial reporting structure for SABHRS funds, orgs, subclass and account coding. Ensure consistent and proper account coding between programs.
- Review varying routine transactions of assigned program on a monthly basis. Recommend correcting journal entries and financial accounting and reporting needs as appropriate.
- Each month, analyze account balances related to assigned programs and resolve irregularities and unusual balances. Reconcile, review and analyze monthly SABHRS and cost accounting reports.
- Analyze assigned program financial transactions to ensure consistent accounting treatment and compliance with Department and state accounting policy and procedures. Verify all proposed non-routine transaction decisions with Accounting Management Section Supervisor.
- Ensures proper measurement focus and basis of accounting is applied to all financial transactions and assures compliance with GAAP by working with division and district financial contacts.
- Review audit recommendations from LAD, IAU, and other program-specific reviews and audits from the federal government. Monitor implementation status of audit corrective action plans developed in response to audit recommendations. Provide technical assistance to division/district financial contacts in implementing audit corrective action plans.
- Monitor established FYE procedures to ensure accurate financial information is reported on SABHRS. Establish, perform, and monitor specific FYE procedure to ensure reasonable and accurate accounting treatment consistent with state and Department policies.
- Assist with developing responses to DOA inquiries specific to a Program. Review DOA FYE weekly reports and address issues.
- Analyze monthly trial balances and prepare financial statement reports and project future cash needs.
- Assist Budget Section with completing program financial information for the financial status report. Provide an explanation of changes in accounting treatment and assist with Long Range Planning Document (LRPD) development.
- Attend and provide input during monthly financial team meetings to review financial information with budget staff, program staff, and APS staff.
- Add, update, retire and maintain capital assets within the MDT asset database per MOMs policy. Maintain adequate supporting documentation and ensure proper accounting treatment related to all asset activity.

Level 3

- Update and maintain the SABHRS financial reporting structure, including effect on organization's subsystems in collaboration with the AMS Supervisor. Ensure consistent and accurate information is reconciled between MDT systems and SABHRS.
- Initiate procedural changes, complex coding transactions, and/or system updates in collaboration with the AMS supervisor. Identify, research and propose changes to existing accounting treatment to better improve the transparency and accuracy of MDT financials.

- Review departmental transactions for assigned programs, review and approve all non-routine transactions, initiate correcting entries with appropriate personnel. Review departmental transactions of non-assigned programs and ensure consistency between programs.
- Analyze monthly account balances; research, resolve and reconcile irregularities, initiate correcting entries. Perform reviews and in-depth analysis of account irregularities or errors.
- Review trial balance activity to ensure measurement of focus is accurately reflected in the appropriate ledgers and fund type. Verify account classifications are correct per GASB.
- Review audit recommendations and recommend corrective action plans based on those audits. Assist in the formulation of responses to audit recommendations.
- Identify Department-wide financial accounting and reporting needs. Work with various departmental staff to develop and produce financial reports to aid in decision making by management.
- Assist AMS Supervisor in implementing business process changes to FYE procedures and serve as the lead Program Accountant during FYE for purposes of ensuring consistency, efficiency and a quality outcome. Communicate all FYE deadlines and requirements to financial contacts. Review and maintain tracking spreadsheet of all program related accruals, accrual payments and accrual reversals.
- Demonstrate a complete understanding of Asset Management transactions and all necessary clean up entries. Initiate all contributed capital entries, perform FYE CWIP adjustments and reconcile all capital expenditure activity to ensure there is a zero balance at FYE. Provide asset management training for agency staff.

Internal Controls - 35%

Level 1

- Demonstrate a fundamental understanding of internal controls of related financial processes.
- Apply ethics, due care and competence in daily work.
- Adherence to established deadlines.
- Understanding and application of state and federal policies and regulations such as MOMS and CFR.
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- Perform AP, Procard and Journal transaction reviews for assigned programs to ensure compliance with MOMS, internal controls, and accounting treatment.
- Draft and update existing processes and procedures to improve and implement a standard of control.

Level 2

- Implement and monitor internal controls against established structure. Identifies anomalies, risks and solutions as needed. Recommend changes to internal control structure where necessary.
- Review and monitor the implementation status of internal control protocol, to ensure proper and consistent application.

- Provide internal control training and guidance, for division/district staff of assigned programs as appropriate.
- Provide technical clarification and interpretation to Program staff related to GAAP, GASB, state policy (MOMs) and federal regulations (CFR).

Level 3

- Formulate and implement internal control structure for Departmental programs in collaboration with AMS supervisor.
- Provide technical assistance to division/district financial contacts in interpreting and monitoring established internal controls to ensure proper and consistent application. Research and provide documentation of adequate internal controls in comparison to MDT practices.
- Formulate and interpret higher-level rules and guidelines and communicate with the divisions; provides training as necessary to division/district staff. Research and analyze federal and state regulations and policy; compare analysis to current MDT processes and make recommendations where necessary. Communicate findings and interpretations with program personnel.
- Prepare and disseminate internal control guidelines in compliance with the GAO green book, MOM policy and DOA guidance.

Other Duties 5%

Perform a variety of other duties and activities as assigned by the supervisor, Bureau Chief and Administrator 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 typical office environment.

Knowledge, Skills and Abilities (Behaviors):

- Knowledge of governmental accounting principles and practices, Generally Accepted Accounting Principles, budgeting, auditing and financial reporting; state and federal accounting policies and laws; automated accounting and financial software; Department accounting policy, rules, regulations; contract requirements and accounting stipulations.
- Utilize an advanced and functional knowledge of the financial reporting structure and related accounting systems for assigned program(s).

- Analytical and logical thinking; independent decision making; generates solutions; performs research and analysis, cultivates long lasting professional relationships.
- Identification and reconciliation between the state's official accounting system (SABHRS) and various agency sub-systems; cash flow/working capital presentation; summarizing detailed financial information for management reporting; applied statistical sampling techniques for tests of internal controls; presenting before diverse groups of professionals.
- Proficient in Microsoft Excel.
- Provides a valid resource for information and communicates effectively with internal and external customers/peers.
- Assumes responsibility and is given the authority to complete higher-level activities with general supervision; anticipates potential problems; conflict resolution within a team environment; data management; trend analysis; situational awareness within an audit environment.

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 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

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|--|---|
| ☐ Fingerprint check | ☐ Valid driver's license |
| ☒ Background check | ☐ Other; Describe |
| 35 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 2 Job Code Number: B21012

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