

# 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: Fiscal Support Specialist 1.1 & 1.2**

**Position Number: 40021 and 21066**

**Location: Helena**

**Department: Transportation**

**Division and Bureau: Fiscal Services Division / Appropriations Management Bureau**

**Section and Unit: Fiscal Liaison and Support Section**

### **Job Overview:**

These positions will be 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. Will process other accounting transactions, including but not limited to accounts payable, journals, IUJS, wires, and daily deposits, and will perform account and system reconciliations. Provides both internal and external customer support. These positions report to the Fiscal Liaison & Support Supervisor.

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

**Fiscal Controls 70%**

#### **Level 1.1**

- Generate various accounting transactions daily. Generate correcting entries and financial accounting and reporting needs as appropriate. Review coding for accuracy.
- Perform monthly reconciliations of assigned accounts, checking 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 preparation of all associated entries.
- 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.
- Participate in Fiscal Year-end 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 and support the processing of TERO and IOS and CGRT withholding.
- Follows written procedures and communicates with coworkers and staff to assess & understand unfamiliar areas.
- Employs basic time and task management tools/techniques to prioritize and complete assigned work within appropriate timeframes. Is able to rearrange priorities when warranted.

### **Level 1.2**

- Process refunds in credit card processing application. Be able to accurately reconcile credit payments to the financial system.
- Research, analyze, and evaluate accounting system errors, user problems, and other related issues, utilizing a variety of methods and systems.
- Participate in the development of system test plans and troubleshoot any identified issues.
- Interpret policy as applicable to provide support, guidance, and recommendations to stakeholders.
- Recognize inefficient or ineffective processes; bring solutions forward to coworkers and managers in an open, constructive manner.
- Organize work efficiently and effectively, displaying the ability to adjust to changing priorities.

## **Program Support 20%**

### **Level 1.1**

- Provide fiscal support guidance to Fiscal Liaisons, District Financial Officers, and other stakeholders as applicable.
- Provide supporting documentation and information to external customers on accounting transactions.
- Demonstrate a clear understanding of internal and external customers. Establish working relationships and communicate effectively. Act professionally and treat others with respect.

### **Level 1.2**

- Demonstrate the ability to develop and present training to internal and external customers; training must be delivered in person or via electronic means.
- Develop working relationships with internal and external customers. Communicate effectively and practice active listening.

**Other Duties 10%**

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

**Supervision**

The number of employees supervised: N/A

The position number for each supervised employee: N/A

**Physical and Environmental Demands:**

Works in a typical office environment.

**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.
- The ability to reason deductively and inductively; effectively organize workload and prioritize and manage multiple responsibilities to meet established deadlines.
- Ability to communicate effectively orally and in writing.
- Ability to analyze situations and procedures to make the correct accounting determination.
- Evaluate the effectiveness of processes.
- Understand rules, regulations, laws, policies, and procedures and apply them appropriately. 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.

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

Required certifications, licensure, or other credentials: N/A

**Special Requirements:**

*List any other special required information for this position*



**Human Resources Review**

**Job Code Title: Accountant**

**Job Code Number: B21011**

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**