

# 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: Financial Contact      Position Number: 15009, 21065, 22019**

**Location: Helena      Department: Transportation**

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

**Section and Unit: n/a**

### **Job Overview:**

These positions serve as a liaison between the Fiscal Services Division and the Operational Programs. Provides a range of professional services to implement fiscal plans and program objectives related to state and federal budget projections, state and federal project obligation and management, fiscal contracts and program oversight. These positions report to the Appropriations Management Bureau Chief and does not supervise others.

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

#### **Financial Analysis and Project Oversight – 40%**

- Tracks, analyzes, and projects financial information to ensure the Operational Program's work plans and programs comply with federal and state regulations and laws and follow MDT policies and procedures.
- Reviews processes for efficiency, accuracy, and compliance, and develops and recommends process modifications to ensure continued program efficiency and effectiveness.
- Ensure Operational Program's contracted services are managed in accordance with contractual time and funding limits and payments are properly identified for tracking purposes within the Department's accounting systems. Assists contract liaisons with monitoring contractual time and funding limits.
- Monitors monthly grant/project financial reports to ensure that all transactions are properly processed in accordance with the grant/project authorization. Identifies incorrect transactions, initiates correcting project journal vouchers.
- Monitors the timeliness of the grant/project closing process upon completion of the grant/project requirements.

- Obliges and modifies state and federal projects within the Department's financial system in accordance with grant/project requirements.

### **Budget Development & Administration - 50%**

- Develop and administer the Operational Program's budgets, fiscal management plans, and financial programs to ensure quality and cost-effective program delivery, compliance with state and federal requirements, statutory compliance, and efficient operations.
- Evaluate and integrate financial requirements related to legislative appropriations, current and future program needs, and recommendations provided by program managers and other program personnel.
- Plan, coordinate, and administer the Operational Program's budget request; assists in the presentation and justification of the program's budget request to the Director and legislature; develop testimony and responses for Governor's office and legislative requests; and direct the resolution of complex budgetary problems to ensure budgets reflect the current and anticipated needs and funding capabilities of the program.
- Direct the fiscal note process for the Operational Program by evaluating proposed legislation, determining fiscal impacts, and providing impact documentation that effectively represents, promotes, and defends Department positions and perspectives on fiscal issues.
- Present and discuss the Operational Program budgets and financial programs at Operational Program meetings and represent the Fiscal Services Division.
- Manage program budgets to ensure adherence to budget allocations, develop state and federal cost projections, and determine spending guidelines and budget modifications. Develop budget projections and resolve discrepancies to determine potential surpluses and deficiencies. Apprise the Operational Program's Management of the changing financial status of various programs.
- Develops realistic personal services projection scenarios for management by coordinating the input, extraction, and analysis of PSB data.
- Oversees and coordinates the Operational Program budget development business process and determines fiscal impact of realized and potential business process changes. Coordinates with the Fiscal Services Division in adjusting budget requests and implements budget modifications.
- Responsible for tracking, evaluating, and interpreting fiscal impacts of state legislation and at the Congressional level. This position serves as the primary point of contact for Operational Programs budget requests during the Executive Planning Process.

### **Other Duties - 10%**

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

**Supervision**

The number of employees supervised is: N/A

The position number for each supervised employee is: N/A

**Physical and Environmental Demands:**

Works in a typical office environment.

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

The position requires an advanced knowledge of the concepts, principles, and practices of accounting, budgeting; financial management; research and analysis practices; full cost accounting principles; legislative process; and business administration; Generally Accepted Accounting Principles; Auditing, and Financial Reporting requirements; and must become familiar with state and federal rules and regulations related to agency accounting activity.

The position also requires knowledge of automated accounting software, management and financial systems and other systems. The position requires knowledge of administrative goals and objectives, legislative and administrative rule requirements, and processes. The position will become familiar with Montana statutes, MDT rules, regulations, policies, and procedures; state and federal budget and financial reporting requirements; and adult education and training methods.

The position requires skill in the operation of a personal computer, office software and specialized financial management systems, and standard office equipment; mathematical analysis; problem solving techniques; written and verbal communications; and presentation and negotiation. Requires skills in research, writing and editing.

**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 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*

☐ 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.

---

<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: Accountant 2**

**Job Code Number: B21012**

**Level: 2**

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**