☐ Conversion Only
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☐ Informal Review
☒ Formal Review

STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE AND EVALUATION

SECTION I - Identification

Working Title:	Financial Manager	Department:	Transportation
Class Code Number:	111917	Division & Bureau:	
Class Code Title:	Program Manager	Section & Unit:	
Pay Band:	7	Work Address:	2701 Prospect Avenue Helena, MT 59620
Position Number :	20033	Phone:	(406) 444-6332

☒ FLSA Exempt ☐ FLSA Non-Exempt

Profile done by: Larry Flynn Work Phone:

Work Unit Mission Statement or Functional Description:

The Budget and Planning Bureau manages, plans, develops, implements, and maintains the financial planning processes and systems in order to provide management with accurate, timely, and appropriate financial analyses.

Describe the Job's Overall Purpose:
To establish and oversee financial planning processes such as budget development and monitoring, the tentative construction plan, the quarterly Director's Report, and long-range financial planning, set budgeting procedures according to established policy, establish and implement employee performance measurements, conduct financial monitoring to ensure cost efficiency and compliance within the Budget and Planning Bureau. Position ensures Department compliance with state regulations and aligns established Division goals, objectives and priorities to accounting operations.

SECTION II - Major Duties or Responsibilities *% of Time*

1. Duties and Responsibilities

Budget Management 35%

Responsible for establishing the Department's budgeting processes and procedures in compliance with policy, assigns staff functions and assists with establishing internal controls standards and Division/District policy and procedures.

Develop budget development goals and strategies based on general guidance from the Director's Office and OBPP. Works closely with Administrative staff to define budgetary needs and ensure that those needs are represented within the agency's executive budget request.

Provides executive support or represents the agency in various legislative bodies for financial issues.

Ensures that the proper budgetary structure is in place on SABHRS and MDT management systems and that budgets are allocated in accordance with management directives.

Continuously monitors agency budgets and communicates budgetary issues to the Administrative staff through the quarterly Director's Report as well as through direct communication as needed.

Develop solutions to procedural problems based on analysis of business processes as well as input from Accounting Controls Bureau.

Interpret and ensure compliance with MDT, state and federal procedures and policy established by MDT Administration Division and the Department of Administration.

Stay current on Governmental accounting and auditing standards through continuing education workshops and training sessions.

Develop, implement and coordinate accounting procedures in collaboration with policy development. Analyze, interpret and evaluate related fiscal policies for procedural compliance.

Federal Obligation 35%

Facilitates the Department's Tentative Construction Plan process, which is the tool used by the Director's office, the Administrative Staff, the FHWA divisional office, and the Transportation Commission to plan the use of anticipated federal funding over a five year period. The incumbent must interpret senior management objectives and direction and work with numerous administrators and their staff to develop a cross-divisional process that is timely, accurate, and appropriate.

Ensures that MDT projects are appropriately established in department and federal systems and that funds are obligated to them in accordance with MDT and FHWA policies and procedures.

Continuously communicates the status of the agency's federal funding by projecting federal obligation authority to be received as well as current and upcoming obligations of funds to determine any projected shortfalls or surpluses and recommend appropriate action.

Ensures that all federal funding received is obligated and no federal funding lapses.

Develop solutions to procedural problems based on analysis of business processes.

Interpret and ensure compliance with MDT and federal procedures and policy established by MDT and FHWA.

Develop, implement and coordinate procedures in collaboration with policy development. Analyze, interpret and evaluate related fiscal policies for procedural compliance.

Long Range Financial Planning 10%

Maintains the Department's Long Range Planning Document for the Highways State Special Revenue Account. Analyses and interprets all sources of revenue and expenditure data and evaluates the health of the fund for the next five to seven years.

Provides recommendations to management on ways to ensure long-term stability in various funds managed by the department.

In conjunction with the Accounting Controls Bureau, examines cash inflows and outflows and evaluates the department's cash management procedures and makes recommendations to management on cash management strategies.

Employee Performance 10%

- FTE position maintenance within the Budget and Planning Bureau
- Employee performance
- Identify & Implement corrective action

Coordinates the operations of Bureau staff, establish goals, priorities and allocate available equipment, materials, training, funds and staffing.

Delegates authority to subordinate managers and holds them responsible for performance of their organizational section.

Ensures uniformity of all position class specifications, job descriptions and compliance with the collective bargaining agreements.

Evaluates overall work performance and initiates corrective action as required for section supervisors and subordinates.

Monitor Division and District staff, receive feedback of Division and District financial position performance.

Other Duties as Assigned 5%

This position performs a variety of other duties as assigned by the Division Administrator or as necessary to ensure the effective administration of Budget and Planning Bureau programs, operations, and services. This includes managing special projects, coordinating meetings and conferences, participating in ongoing training and professional development activities, and performing a variety of other duties as assigned.

2. Specific examples of problems solved, decisions made, or procedures followed when performing the most frequent duties of this position.

Problems solved: Interpreting multiple and potentially conflicting pieces of legislation and coordinating the resources to implement necessary changes to MDT operations.

Decisions made: Common decisions made involve determining appropriate forecasting criteria for departmental revenues and expenditures, allocating proper resources (such as personnel, equipment, and available funds) to carry out department, division, and bureau goals and objectives.

Procedures followed: This position is responsible for developing, approving, or endorsing financial

forecasting and planning procedures. Other procedures used are MDT personnel procedures as it relates to hiring, terminating, disciplining, and evaluating staff.

3. The most complicated aspect of this position is?
The most complicated aspect of this position is in preparing and presenting complex financial data and assumptions to a variety of audiences including MDT Director and Administrative staff, the Transportation Commission, and the Legislature and defending assumptions and forecasts to the same audiences, understanding diverse factors such as financial trends, legislative impacts, changes in economy, demographics, and the political climate and relating how these factors will impact MDT operations and finances.

4. Guidelines, manuals or written procedures available: GASB, FASB, GAAFR, the MOMS Manual, MCA, CFR, OMB Circulars, MDT policies, and other state and federal policies, and the Department of Administration.

5. Which of the duties and/or specific tasks listed under 1. (above) are considered "essential functions" which must be performed by this position (with or without accommodations)? (If you need information or training on the identification of essential functions, please contact MDT Human Resources Division.)

Budget Management, Federal Obligation, Long Range Financial Planning and Employee Performance are considered essential functions because they require specialized expertise and are the reasons the job exists. The following mental and physical demands are associated with these essential functions:

PHYSICAL
- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project and training locations, and out of state travel by airline to national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person, and over the phone

MENTAL
- Mediating conflicts
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Synthesizing
- Negotiating
- Instructing

6. Does this position supervise others?
☒ Yes, supervision over the Budget and Planning Bureau
Number directly supervised: 3 FTE, Financial Operations Supervisors, Global Budget Analyst. Indirectly supervises 8 FTE.

Complexity level of the positions supervised: varied.
Position Number(s) of those supervised 20034, 13007, 21056.

7. *This position is responsible for:*

☒ Hiring Firing ☒ Supervision ☒ Pay Level
☒ Performance Management ☐ Promotions ☒ Discipline
☐ Other:

8. *Attach an Organizational Chart.*

SECTION III - Minimum Qualifications - *List minimum requirements for the first day of work.*

Knowledge and skills required for this position:

KNOWLEDGE

Knowledge of the various accounting, financial management, management processes, forecasting methodologies and government organizational models and their interrelationships to meet established objectives, laws and regulations. Considerable knowledge and understanding of the theories, principles, practices and procedures of governmental accounting, GAAP, GASB, GAAS, GAAFR and Statewide Cost Allocation.

Ability to direct the activities of a professional staff. The incumbent must have the ability to organize, motivate and influence a professional, technical staff, must be able to establish priorities, assess task complexity and make assignments appropriately, and provide training and other career opportunities for assigned staff.

Must be able to communicate with a wide variety of people in a broad variety of settings. The incumbent must have the ability to build consensus within groups on controversial issues but also enforce standards when appropriate. The incumbent must be able to establish and maintain effective working relationships with all department personnel, other state agencies and the public.

Must have the ability to assess and solve complex accounting issues and problems, devise methodologies and solutions, perform analyses and relate relevant information. Must be able to clearly and concisely form and express ideas and concepts; interpret technical information and findings to varied audiences.

Must be skilled in using a personal computer and comfortable with accounting related software such as state and federal government software systems and their related processes.

Behaviors required performing these duties:

- **Leadership:** Provides clear directions, technical assistance, and guidance to Bureau staff and Division managers to ensure effective operations and program activities. Motivates staff to achieve common objectives. Appropriately delegates responsibilities to competent staff.

- **Analytical/Interpretive Thinking:** Accurately applies general standards and requirements to specific accounting treatment issues.

- **Decision Making:** Evaluates multiple and ambiguous factors to resolve problems. Develops

and implements appropriate courses of action in response to opportunities and impediments.

- **Communicate effectively:** Carries out the vision and goals of the organization; is relied upon by others as a source for valid information; develops and maintains long lasting working relationships with subordinates, peers, and customers.

- **Independence of Action:** Determines appropriate responses to accounting control issues with minimal assistance or precedent.

- **Conflict Management:** Sought after and respected to resolve conflicts; demonstrates organizational and global awareness of the overall relationship between those in conflict; anticipates and addresses situations or issues with diplomacy, tact, and precision.

- **Problem-solver:** Develops broad strategies to utilize the least amount of operational or human resources necessary to accomplish a mission; is considered an authority at understanding the essence of a service or product; draws upon extensive experience with a broad range of failures, successes, issues, strategies, and operational and human factors in developing solutions to problems.

- **Innovator:** Develops novel or innovative concepts; actively steps into a leadership role, takes into consideration broad issues; considers the long-term, big picture when solving problems; resolves complex, strategic, sensitive, multi-faceted or long-range problems and issues; breaks tradition in reforming and reorganizing how services are accomplished. Recognized as a thoughtful leader.

Education:
Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

☐ High school education required
☐ 1-year college/voc. training
☐ AAS/2-years college/vocational training
☒ Bachelor's Degree
☐ Master's degree

Specify the acceptable bachelor's degrees: Accounting, Finance, Business Administration.

Specify the related bachelor's degrees: Mathematics, Economics

Specify other training, coursework or licensure:

Will a master's degree substitute for the required experience? If yes, specify degrees: MBA, MPA

☐ One year ☒ Two year

Experience:
Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

☐ None
☐ 1 year
☐ 2 years
☐ 3 years
☐ 4 years
☒ 5 years
☐ 6 years
☐ 7 years
☐ 8 years
☐ 9 years
☐ 10 years
☐ Other _____(be specific)

Other specific experience (optional): Five years professional experience involving financial planning and fiscal management, three of which are to be in a supervisory capacity of management and professional personnel. Experience in the State of Montana Legislative process is preferred.

Alternative Qualifications:
This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Specify*: Other equivalent combinations of education and experience may be considered; however, 3 years of supervising professional staff is mandatory.*

SECTION IV – Other Important Job Information

This position makes accounting procedural decisions for the Division under general guidance by the Administration Division Administrator, department objectives, state policies and state and federal laws and regulations. The position is responsible for defining the goals, objectives and tasks of the bureau in alignment with agency goals, Department and state policy and legislative intent. Work is reviewed by interaction with the Administration Division Administrator on an as needed basis and through regular performance appraisals.

Working conditions: Responsibilities require the incumbent to work additional hours on occasion, to meet critical deadlines. Typical examples include budget preparation cycles, legislative sessions, and special projects. Limited travel may be required.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: Title

Signature Date

Immediate Supervisor:

Name: Title

Signature Date

Division/District Administrator:

Lawrence J. Flynn Administration Division Administrator
Name: Title

Signature Date

Department Designee:

Brent Rabe Administrator, Human Resource Division
Name: Title

Signature Date