

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: Accountant I Position Number: 22067/TBD Location: Helena

Department: Montana Department of Transportation

Division and Bureau: Motor Carrier Services Division

Section and Unit: Administration

Job Overview:

The Motor Carrier Services Division is responsible for the processing, and accounting for all financial transactions related to the Electronic Permitting, Audit, Registration, and Tax Application System (ePART) for permitting and IRP. This position is included in the Administration Division Accounting Tech/Accountant Level I Career Ladder bands 4 & 5. This position serves as an Accountant in the Motor Carrier Services Division in the Department of Transportation. The position is responsible for performing a variety of technical accounting activities including account reconciliation functions; ensure that internal controls are followed for the checks and cash received by the Department; and providing related accounting and administrative tasks in support of the Motor Carrier Services Division. The position reports to the Motor Carrier Services, Fiscal Officer (position # 22019) and does not directly supervise other agency personnel. The MCS Accountant positions reports directly to the MCS Accountant Supervisor, and indirectly reports to the Commercial Vehicle Operations Bureau Chief for the permitting and automated routing system responsibilities in this position.

Essential Functions (Major Duties or Responsibilities):

A. Accounting Controls

70%

- Generate varying routine transactions on a daily basis, such as journals.
- Generate correcting journal entries and financial accounting and reporting needs as appropriate.
- Analyze financial transactions to ensure consistent accounting treatment and compliance with Department and state accounting policy and procedures.
- Comprehend, verify, and process all ePART (permit and IRP) refunds.
- Research refund checks in SABHRS. Research vendor ID's in Oracle.
- Analyze multiple systems including A/P, ePART, and SABHRS to identify the status of warrants (staledated, current status, etc.).
- Manage and maintain refund folders in the ASO/MCS shared drive with refund application, collect all supporting documents, send for approvals.

- Manage Past Due IRP accounts by processing the daily batches, contact Carriers to resolve, or report to Collections if necessary.
- Escrow Reconciliations: Manage escrow balances in ePART daily. Reconcile SABHRS to ePART open item accounts weekly and create any necessary SABHRS journals to clear balances.
- Revenue Reconciliations SABHRS/ePART: Reconcile all MDT MCS Revenue Accounts from SABHRS to the ePART Ledgers. Assist MCS Accountant Supervisor to resolve transaction errors. Create SABHRS Journals as necessary to resolve ePART transaction errors.
- Daily Deposits: Verify that all checks delivered to the Motor Carrier Services Division are accounted for in a deposit prior to the deposits being delivered to the Treasury.
- ePART Handwritten Permits: Inventory-In ePART assign Handwritten Books to officers and LPB staff as needed.
- File Archiving: Responsible for archiving MCS Accounting files to include IRP, Handwritten Permits, Refunds, Accounts Payable, SABHRS Financial Reports, Procard Reconciliations.
- Haugan Deposits/Billing: Prepare the monthly Haugan billing and submit to the MCS Accountant Supervisor.
- MCS Cash Reconciliations: Count the MCS cash drawer by the 5th of each month, submit it to the MCS Supervisor for approval.
- SABHRS/CARES/Procard: This position is also the backup for processing MCS accounts payable, Procard allocation, processing IU Journals and journal requests.

Level II

Perform and monitor specific FYE procedures to ensure reasonable, accurate and consistent accounting treatment consistent with state and Department policies.

B. Compliance

20%

Level II

Monitor Daily SABHRS/ePART batches: Run SABHRS queries to verify DP and GL batches were successfully transferred in overnight ePART batch process.

ePART System Functions/Responsibilities: CITS-Track and respond to questions from Celtic pertaining to open CITS. Assist in research and the writing up of CITS. Verify UAT Release Notes what CITS need tested in UAT. Enter Canadian Exchange Rate into ePART received from IRP Inc. Meet with Celtic bi-weekly to discuss issues and go over status report. Analyze CITS for priority status for any upcoming CCB meetings. Update any training documents for the ePART system. These updates are needed due to CITS ePART releases into system. Notify Remote Offices and LPB of changes and send updated Training documents when needed. Process/Verify IRP Transmittal Reporting in ePART and submit data to Clearinghouse. Prepare and provide training to internal and external customers for all areas of ePART.

Assist the Commercial Vehicle Operations Bureau/License and Permitting Section: This position assists with drafting procedures, creating forms, creating training plans, conducting training of officers and L&P techs,

assist with transaction management, resolve transaction errors, ProMiles Automated Routing System (ARS) job duties, and special projects as assigned.

C. Other Duties

5%

Document all day to day procedures in a desk manual and make adjustments to the manual within two weeks of a change. Identify operating efficiencies in procedures and make recommendations to supervisor on changes to improve efficiencies. Performs a variety of accounting and administrative work in support of the Motor Carrier Services Division activities as assigned by the supervisor. This includes special accounting research and projects; representing the section in workgroups and committees; exchanging information with agency staff, vendors, and the public; assisting with training of new staff; providing backup assistance for other Motor Carrier Services Division staff, and attending continuing education and training.

Supervision

The number of employees supervised is: 0

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

Physical and Environmental Demands:

PHYSICAL

- Sitting for extended periods of time in a normal office environment
- Operation of standard office equipment

MENTAL

- Researching, analyzing, and verifying accounting information gathered from multiple sources.
- Interprets and apply rules, regulations, laws, policies, and procedures.
- Investigates issues and problems effectively and efficiently.
- Communicates complex information in a clear and concise manner.
- Ensures accuracy, completeness, and quality of work.
- Adapts time and resources in proportion to the importance of the task.
- Initiates action on projects and problems independently.

Knowledge, Skills and Abilities (Behaviors):

KNOWLEDGE:

This position requires a thorough knowledge accounting policies and procedures; state and federal laws and regulations and accounting requirements; information systems; statewide accounting system software(SABHRS); research and data analysis processes; personal computer software applications (e.g., word processing, spreadsheets, etc.); and MDT policies and procedures.

SKILLS:

The position also requires skill in the operation of a personal computer, related software, and standard office equipment; problem solving techniques; system analysis from multiple systems to identify errors as system or human; and effective written and oral communication.

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:

- | | |
|--|--|
| <input type="checkbox"/> FLSA Exempt | <input type="checkbox"/> FLSA Non-Exempt |
| <input type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature

Title

Date