

# 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: Accounting Technician**

**Position Number: 21026, 21059,  
21035, 21041, 22081, & 24002, 20018**

**Department: Transportation**

**Division and Bureau: Administration Division, Fiscal Operations Bureau**

**Section and Unit: Accounting Systems Operation Section, Motor Fuel Section**

**Location: Helena**

### **Job Overview:**

Accounting Systems Operations (ASO) Section is responsible for the department's internal accounting systems, such as; CARES, Billing Voucher/State Share and Accounts Payable. Establishes and maintains the accounting functions of AP, project/grant cost accumulation, federal and local billings, and conducts financial monitoring. ASO is responsible for the collection, processing and accounting for all monies owed to the department. This includes collections, cashiering, transmittals.

The Motor Fuel (MF) Section is responsible for the overall management of the gasoline and special fuel tax including compliance, policy, programs, grants, agreements and ongoing education and training programs. The MF section is responsible for processing all motor fuel tax returns and refunds. The section also includes the day to day operations of the Department's mailroom.

The positions are located within these two sections. Staff performs reconciliations, verifications, research, and other accounting duties. The incumbents work closely with the supervisor to ensure the bureau's business is conducted in an orderly and efficient manner. These positions work within the internal control procedures of the department.

These positions are part of a career ladder. There are no advancement levels within the Band 4; however, there is potential to advance to a Band 5 under the career ladder advancement policy.

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

**Accounting Controls****75%**

Performs reconciliations of financial transactions and tax information to identify discrepancies or unusual entries. Initiates necessary resolution and gathers documentation for approval. Reviews a wide variety of accounting and tax information for accuracy and supporting documentation. Makes payments, initiates billings, and processes deposits. Safeguards department's assets and resources. Detects and deters errors, fraud, and theft. Produce reliable and timely financial and management information. Ensures adherence to department policies and procedures.

**Customer Relations****25%**

Assists both internal and external customers on a daily basis with issues pertinent to the work unit. Serves as the bureau's liaison to resolve complex issues such as accounting information, payments, incomplete vendor information, fuel tax information, and lost or delayed packages. Explains service options to staff based on cost, specific needs, and priorities. Makes recommendation to supervisor on ideas to provide most efficient service.

**Supervision**

The number of employees supervised is: None

**Physical and Environmental Demands:**

The Accounting Technician spends much of their day in a normal office environment either sitting or walking for extended periods of time. Position 24002 on a daily basis, could drive a state vehicle to other government offices for pickup and delivery of mail, parcels, and state warrants. The Accounting Technician must have the ability to lift packages weighing up to 25 pounds. The Accounting Technician works a 40-hour workweek.

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

To perform successfully in this position, the incumbent must be self-motivated; possess a strong work ethic; maintain a positive attitude; be able to handle contentious situations; and enjoy working with and for the public. The position requires the ability to effectively organize workload and prioritize and manage multiple responsibilities to meet established deadlines; communicate effectively orally and in writing; analyze complex situations and procedures; evaluate the effectiveness of processes; understand rules, regulations, laws, policies, and procedures and apply them appropriately; and determine the most appropriate response to complex situations.

**Minimum Qualifications (Education and Experience):**

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to an Associate’s Degree or 2 years of post-secondary education, or 2 years of related work experience.

**Special Requirements:**

*List any other special required information for this position*

- Fingerprint check
- Background check
- Valid driver’s license (24002)
- Other; Describe

Safety Responsibilities

Union Code

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.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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