

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodation to otherwise qualified individuals with disabilities.*

**Job Title: Accounting Technician**

**Position Number: 40021**

**Location: Helena HQ**

**Department: Transportation**

**Division and Bureau: Highways and Engineering**

**Job Overview:** This position supports the Construction program with primary focus of the Materials Bureau & Pavement and Geotechnical Bureau. This position collaborates with other Agency fiscal and accounting staff. This position is responsible for coordinating and monitoring fiscal activities in addition to providing accounting and reporting services. The position also provides a wide range of program and administrative support services, including training/technical assistance, communications, and other duties. The position reports to the Engineering Fiscal Officer and does not directly supervise others.

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

#### **Administrative Responsibilities/Customer Relations - 15%**

- Assists with maintaining office supplies for the program and develops and maintains working relationships with vendors.
- Assists with coordinating the maintenance and repair of office and field equipment to ensure effective operation and adherence to applicable maintenance schedules.
- Assists with resolving complex issues such as accounting information, payments, incomplete vendor information, and lost or delayed packages. Explains service options to staff based on cost, specific needs, and priorities. Makes recommendation to Bureau Chiefs and Engineering Fiscal Officer on ideas to provide most efficient services.

#### **Accounting Controls/Financial Management - 80%**

- Processes claims for payment and expenditures on behalf of the Highways and Engineering Division, primarily supporting Materials Bureau & Pavement and Geotechnical Bureau.
- Processes and enters invoices for the Highways and Engineering Division. Ensures proper coding is used, and coordinates with Engineering Fiscal Operations and Bureau Chiefs for appropriate accounting treatment.
- Reconciles expenditures, identifies accounting errors and discrepancies, and collaborates with Engineering Fiscal Operations and other Agency fiscal and accounting staff to resolve problems.
- Reviews and reconciles claims and invoices to verify the accuracy of transactions and ensure compliance with relevant Federal, State, and Department regulations and requirements. Identifies and resolves errors and discrepancies.

- Reallocates procards for the Highways and Engineering Division. Coordinates with Engineering Fiscal Operations for procard approvals and assists division reallocator ensuring strict deadlines are met. Ensures the required out of state and in state travel documentation is maintained for the program.
- Processes traffic control invoices and verifies project coding.
- Enters consultant invoices into Consultant Information System (CIS) and resolves billing errors. Assists with submitting consultant invoices in the consultant invoice payment process.
- Produces reliable and timely financial and management information to assist with budgeting and budget projections. Assists Bureau Chiefs with budget requests.
- Verifies and enters division vehicle usage information in MDT systems, verifies project coding to ensure proper project billing, and tracks vehicle and equipment usage.

**Other Duties as Assigned - 5%**

- This position performs a variety of other duties as assigned in support of Division objectives.

**Supervision:** The number of employees supervised is N/A

**Physical and Environmental Demands:** Carry and lift light lifting (papers, books, small parts - less than 10 lbs.). Remain seated for extended periods of time, with occasional walking, standing, and bending. May travel up to 5% of the time within the state to project locations, conferences, and meetings.

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

- Knowledge of budgeting; accounting; generally accepted accounting principles, federal funding requirements; contract administration; database and manual records management; business communications; office equipment maintenance; and Bureau goals and objectives.
- Skill in the use of standard and specialized office software (e.g., SABHRS, CIS, Word, oracle, Excel, Outlook, etc.).
- Skill in reviewing, interpreting, and ensuring compliance with State and Federal funding.
- Ability to manage multiple tasks simultaneously meet inflexible deadlines while maintaining accuracy in all aspects of work.
- Ability and skill in communicating both in writing and in verbal communications.

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

The required knowledge and skills are typically acquired through an associate’s degree in accounting, business, or related field of study.

This position requires a minimum of 1 year of experience in customer service, bookkeeping, accounting, or data management.

Other combinations of directly related education and experience may be considered on a case-by-case basis.

**Special Requirements:**

- Fingerprint check
- Background check
- 035 Union Code
- Valid driver’s license
- Other; Describe
- Yes, 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.

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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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**Human Resources Review**

**Job Code Title: Accounting Tech      Job Code Number: Q33021**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- FLSA Exempt
- Telework Available
- Classification Complete
- FLSA Non-Exempt
- Telework Not Available
- Organizational Chart attached

**Human Resources:**

Diana Piccono	HR Manager	01162023
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<b>Signature</b>	<b>Title</b>	<b>Date</b>
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