

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 II Position Number: 60023, 60221, 40102

Location: Helena/HQ Department

Department: Transportation Division and Bureau: Highways and Engineering

Section and Unit: NA

Job Overview: These positions serve in a financial capacity for the Construction Program. The Construction Program includes the budget for five districts and the Highways & Engineering Division. Duties include assisting in developing, proposing, and administering division and district budgets and financial plans; providing a range of professional services to implement fiscal and program objectives related to the budget, federal aid projects and contracts, and ongoing operations of the construction program. These positions are responsible for assisting in the implementation and monitoring of Program accounting controls in conjunction with the Administration Division, assisting in managing project and grant financial data, and performing various other duties as assigned. These positions report to the Highways and Engineering Division position #07009 and do not directly supervise other agency personnel.

Essential Functions (Major Duties or Responsibilities):

Project/Grant/Contract Financial Management - 60%

Level 1

- Assists in coordinating the Program's short- and long-term fiscal program objectives.
- Each month ensures that all transactions are properly processed and closed in accordance with the grant/project authorization.
- Identify basic compliance issues for cost eligibility on grants and contracts.
- Assists in project modification process for all phases of projects, completes reconciliations between contracts and project.
- Responsible for processing claims for payment and expenditures on behalf of the Highways and Engineering Division, including procurement cards.

Level II

- Assists in developing cost effective strategies to accomplish the Program's goals related to personal services, financial operations, communications, and organizational structure.
- Assists in identifying program appropriations and eligible authorization.
- Identifies incorrect transactions, initiates correcting journals, vouchers, and reviews transactions for relationships that should exist.
- Identify abnormalities and compliance issues for cost eligibility on grants and contracts.
- Assists in the coordination of audits and program reviews for grants within the Program.
- Complete project modification requests
- Responsible for processing claims for payment and expenditures on behalf of the Highways and Engineering Division, including procurement cards.

Level III

- Monitors and reports on fiscal program objectives and goals related to personal services, financial operations, communications, and organizational structure.
- Monitors Program expenditures to ensure appropriations are allocated as designated and analyzes funding levels through financial reports. Notifies supervisor of concerns, and initiates problem resolution.
- Ensures that closing procedures are performed on grants and contracts and identifies root cause and responsibility of issues when necessary.
- Identifies, and reports on abnormalities and compliance issues for cost eligibility.
- Assists in coordinating the development of management corrective action plans to resolve issues identified in audits and monitors and reports on the status of management corrective action plans.
- Assists the Supervisor in coordinating the program grant/project financial plan. Coordinate and oversee project modification requests to ensure timely completion of modifications.
- Responsible for processing claims for payment and expenditures on behalf of the Highways and Engineering Division, including procurement cards.

Division Accounting Controls - 25%

Level I

- Assists with reviews, analyzing, and performing internal controls of related financial processes.
- Performs quality control check to ensure adherence to established deadlines for accounting processes.
- Understands application of state and federal policies and regulations including ROW acquisition principles
- Assists in Right of Way acquisition controls ensuring proper tax reporting of payments.

- Evaluates accounting transactions to ensure that expenditures are appropriately recorded; and identifies and resolves process errors.
- Understands and applies accounting treatment to program procurement card process.

Level II

- Understands application of state and federal policies and regulations included MOMS, and CFR, FARs 31,
- Reviews process for efficiency, accuracy, and compliance
- Assists in Consultant payment process ensuring proper application of cost principles and communicating compliance with regulations.
- Assists in coordinating and directing contract management functions within the Program to ensure compliance with MDT and Statewide Accounting policies.
- Continually analyzes business processes and operations to ensure proper accounting treatment of transactions.
- Understands and applies accounting treatment to program procurement card process, program payments, and other accounting items.

Level III

- Promotes program efficiency by conducting ongoing process reviews of division financial processes.
- Implements Program business process reviews of the accounting control processes listed above with the Supervisor and the Administration Division. Participates in agency-wide business process reviews of the accounting control processes listed above.
- Generates specialized reports and evaluates data in the statewide and MDT financial systems to ensure that documents and transactions are correctly processed through the systems.

Budget Management - 5%

Level I

- Assists in preparing periodic budget reports.
- Assists in researching and compiling budget submission data based on section requests and historical expenditure experience,
- Assists in evaluating and submitting budget requests.

Level II

- Provides guidance and assistance to division managers regarding accounting, purchasing, and budgeting.
- Assists in coordinating the development of biennial Division budgets to ensure that fiscal allocations and procedures are within OBPP, and department established guidelines.

Level III

- Assists in monitoring Program budgets to ensure program compliance with agency policies regarding the use of funds. Identifies potential and realized budget problems and communicates them to Supervisor.
- Implements Program business process reviews of the budget management and control processes listed above with the assistance of the Supervisor and the Administration Division. Participates in agency-wide business process reviews of the budget management and control processes listed above.

Other Duties - 10%

This position performs a variety of other duties necessary to define and fulfill the Department mission and Division objectives.

Supervision

The number of employees supervised is: These positions do not supervise others.

The position number for each supervised employee is: NA.

Physical and Environmental Demands:

The work of this position is performed in a normal office environment.

Knowledge, Skills, and Abilities (Behaviors):

- Knowledge of the principles and practices of governmental accounting and budgeting.
- Working knowledge of governmental accounting, budgeting, and business administrations research and analysis practices.
- Knowledge of Governmental Accounting, Auditing, and Financial Reporting requirements.
- General knowledge of State and Federal rules and regulations related to agency accounting activity (Such as MOMS, CFR, FARS 31).
- Skill in analytical and logical thinking.
- Skill in performing research and analysis, identification and reconciliation between the state's official accounting system (SABHRS) and various agency sub-systems; summarizing detailed financial information for management reporting.
- Skill in presenting before diverse groups of professionals.
- Proficient skill and ability to operate Microsoft Excel.

- Skill in establishing and maintaining professional working relationships.
- Ability to communicate effectively orally and in writing with internal and external customers/peers.
- Ability to independently analyze information and make decisions and generating solutions on higher level activities with general supervision.
- Ability to anticipate potential problems; conflict resolution within a team environment; data management; trend analysis; situational awareness within a business environment.
- Skills and ability to operate and perform professional responsibilities within the field of accounting, applying ethics, due care, and competence in daily work.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to bachelor’s degree in accounting, Business Administration, or a related field.

This position requires a minimum of 1 year of related accounting/auditing experience. Governmental accounting coursework and experience is preferred.

Certifications, licensure, or other credentials include N/A

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

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| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver’s license |
| <input checked="" type="checkbox"/> Background check | <input type="checkbox"/> 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.

