

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: Financial Specialist 1,2 Position Number: 60023, 60221 Location: Helena

Department: Transportation Division and Bureau: Highways & Engineering

Section and Unit: N/A

Job Overview:

These positions serve as a financial specialist for the engineering division and coordinates with other Department sections and technical workgroups to ensure consistent and cohesive application of complex theories, methods, tools, and technologies as they relate to the financial functions of the division.

Essential Functions (Major Duties or Responsibilities):

Project/Grant/Contract Financial Management

- Monitors Right of Way phase funds; obligations and tracks charges for Right of Way Bureau and district charges to projects related to the Right of Way phase of projects.
- Coordinates with project managers, district personnel, Administrative Division staff and assists the Engineering Accountant and Engineering Fiscal Officer for Right of Way (RW) phase project obligations and project modifications.
- Assists the Engineering Fiscal Officer and Engineering Accountant with modifications of the Preliminary Engineering (PE), Other (OT), and Utility Relocation (IC) phases.
- Performs analysis related to the preconstruction of projects for Right of Way, Preliminary, Utility Relocation, and Other phases.
- Initiates project completion review of Right of Way phase of projects. Verifies that all parcels have been closed, and information is accurate in MDT systems. Coordinates with Engineering Fiscal Officer for final cost reviews, and to close the RW phase of projects.
- Researches and analyzes project overrun reports to determine causes and develops justifications; tracks the fiscal status of open projects to anticipate overruns and develop project modifications. Coordinates with RW Bureau Staff, Legal staff, and District Right of Way staff as necessary to resolve problems.
- Monitors and reports on compliance issues for cost eligibility based on applicable federal and state

requirements.

- Assists in the coordination of audits and program reviews for grants within the Program. 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 in centralized process for the Engineering Division's financial transactions recorded on state procurement cards.
- Responsible for processing claims for payment and expenditures on behalf of the Highways and Engineering Division, primarily supporting the Right of Way function. Assists as back up to the Engineering Accountant.
- Monitors and reports on compliance issues for cost eligibility based on applicable federal and state requirements.
- Supports the RW acquisition function by coordinating with RW Acquisition section staff for parcel information related to maintaining records and payment processing.

Financial Compliance Review

- Prepares project right of way certifications for scheduled bid lettings.
- Oversees the detailed Project Closing Reviews.
- Complete reports for FHWA reporting for monthly and Federal Fiscal Year reporting requirements.

Records Management

- Responsible for managing records related to parcel acquisition.
- Assist in the recording and filing of acquisition and disposal documents with RW staff.
- Enters new projects into MDT systems related to the RW phase. Manages, maintains, and updates existing projects in MDT systems to ensure the accuracy of information as well as effective system operations.
- Coordinates with MDT staff and external parties regarding title commitments.

Other Duties

This position performs a variety of other duties as assigned by the Engineering Division Fiscal Officer in support of the Department mission and Division objectives.

Supervision

The number of employees supervised is: 0.

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

Physical and Environmental Demands:

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

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

This position requires knowledge of applicable laws, rules, and regulations, the principles and practices of fiscal planning, project funding, project planning, project budgeting, accounting, and Generally Accepted Accounting Principles (GAAP); land title records and procedures; and statistics. The position also requires knowledge of data management, database operations, automated accounting software, management, financial systems, and other systems.

This position requires knowledge of real estate law as it applies to relocation; environmental law and regulations as they relate to real property; and state and federal laws and regulations, and procedures, impacting MDT real estate activities.

The position requires skills in the operation of a personal computer, office software and specialized financial management systems, and standard office equipment; mathematical analysis; problem solving techniques; written and verbal communications; and presentation and negotiation.

This position requires independence of action and must determine appropriate responses to issues with minimal assistance or precedent. The incumbent must have the ability to develop and maintain long lasting working relationships with subordinates, peers, and customers.

This position requires the ability to develop effective techniques and procedures to achieve goals and objectives; to assesses complex and rapidly changing issues; identify root causes of problems and develop of alternative solutions; confidently challenge the status quo by experimenting with new ideas; to evaluate multiple and ambiguous factors to resolve problems; to communicate effectively orally and in writing; to demonstrate leadership by recognizing and initiating activities to accomplish objectives, motivate associates and peers, and create a positive work climate; to work effectively in a high stress and multi-task environment.

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.

Certifications, licensure, or other credentials include n/a

Alternative qualifications include: Combination of additional related work experience and education equivalent to the minimum qualifications will be considered on a case-by-case basis.

Special Requirements:

List any other special required information for this position

- Fingerprint check
- Valid driver’s license
- Background check
- Other; Describe
- 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.

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

Employee

Title

Date

Human Resources Review

Job Code Title: Accountant 1

Job Code Number: B21011

Pay Band: 5

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

FLSA Exempt

FLSA Non-Exempt

Telework Available

Telework Not Available

Classification Complete

Organizational Chart attached

Human Resources:

Signature

Title

Date