

# 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: Chief Financial Officer (CFO)                      Position Number: 20001**

**Location: Helena                      Department: Transportation**

**Division and Bureau: Administration Division                      Section and Unit: n/a**

### **Job Overview:**

The CFO and Administrator for the Administration Division is responsible for the strategic design, development, and integration of diverse financial management programs within the agency. Develops and administers Division policies, standards, and program functions to ensure consistency with State and federal regulations, accounting and fiscal operations standards and Department requirements. The position also manages ongoing Division operations and performs a variety of other duties necessary to fulfill the Department mission and achieve overall Department goals. The position reports to the Department Director and directly manages the Division Bureau Chiefs. Indirectly manages staff within the Division and throughout the Department.

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

#### **Financial Planning and Management - 50%**

- Lead the development and implementation of financial policy and procedure including internal controls, accounting treatment, budget and FTE management, and federal and state compliance.
- Direct all financial functions for the agency including accounting, motor fuel tax administration, payroll, federal funds management, procurement, budgeting, cash management, and inventory control.
- Provide financial guidance and counsel to the Director's Office in developing cash and budget management strategies and long-term financial planning.
- Engage in long term planning to establish goals for meeting MDT business needs while maintaining compliance with federal, state, and industry regulations and standards and ensuring continuity of support for critical business processes.

- Develop long-term strategies for addressing the Department's financial needs. Contribute effectively to the discussion of strategic direction and governance.
- Lead the review, development, implementation and evaluation of the Department wide financial operations. Manage the identification and prioritization of state, federal, and proprietary spending throughout the agency.
- Maintain professional contacts with other state and federal agencies, legislators, the Governor's Office, external entities, and professional organizations to stay current with developing funding issues. Apply the knowledge gained through these contacts to the Department's strategic plans.
- Collaborate with legislators, local governments, contractors, and other stakeholders to find efficient solutions to common issues.
- Present and advocate for agency budget proposals to legislative committees and sub-committees and represent the department in legislative policy hearings.
- Respond to legislative inquiries and provide professional consultation, advice, and, if required, provide testimony on legislative actions affecting department funding or operations.
- Serve as liaison with the Department of Administration, the office of Budget and Program Planning, the Legislative Finance Division and Legislative Audit Division.
- Lead, guide, and oversee the Executive Planning Process (EPP) and development of the Tentative Construction Plan (TCP) for the agency.
- Oversee internal controls to safeguard MDT's assets.
- Identify and manage high-risk inter-divisional issues.
- Identify and communicate effectively with key stakeholders in and out of the department.
- Understand the work of colleagues and make them more successful through cooperative and collegial processes.
- Represent agency in national and regional committees and act as International Fuel Tax Agreement (IFTA) Commissioner for Montana.

### **Division Administration - 25%**

- Instill a culture of exceptional customer service experience by modeling and expecting a proactive, customer-centric professional environment.
- Manage the policies, administrative systems, and resources (including budget and staff) of the Division to ensure adequate support for the department's operations. Makes optimum use of staff and funds while remaining in compliance with state, federal, and industry requirements.
- Ensure the division's operational plan reflects and supports the strategic requirements of the Department.
- Communicate strategic and operational priorities to the division.
- Develop a customer-focused team with high quality technical and inter-personal skills capable of delivering the financial support systems and processes throughout the department.
- Review and prioritize budget proposals developed by the Administration Division Bureau Chiefs to integrate section needs into an overall division budget.

- Monitor division expenditures to ensure proper allocation of funds and to track overall division funding levels.
- Ensure program compliance with agency, state, and federal laws, regulations, and policies governing the use of funds.
- Oversee the development and maintenance of policies, procedures, manuals, standards, and procedures to administer agency-wide financial activities.
- Assess current practices in light of changes in law at the local, state, or federal levels, changes in technology, or changes in practice in accounting and financial management.

### **Staff Management - 25%**

- Review and revise bureau work plans, priorities, and procedures and by monitoring progress through meetings and consultations.
- Model the values and behaviors expected of the entire Administration Division Staff.
- Conduct staff meetings, disseminate information, and promote the free exchange of ideas and insights to support and advance division goals.
- Implement a division workforce development, staffing, succession planning, career ladder, and professional development plan to ensure adequate staffing, expertise, and skills are available to meet current and future agency business needs.
- Implement effective change management practices throughout the division.
- Support and coach the division's bureau chiefs and hold them accountable for their performance through annual performance reviews and other appropriate methods. Provide training, guidance, and mentoring necessary to ensure that the bureau chiefs have the capabilities required for their roles.

### **Supervision**

*If this incumbent supervises others, please list each employee supervised and the position number:*

The number of employees supervised is: 3 directly

The position number for each supervised employee is: 20033, 20032, 20037

### **Physical and Environmental Demands:**

Works in a typical office environment.

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

Requires extensive knowledge of the governmental legislative process. Must possess speaking skills to address various legislative and public inquiries and present issues regarding the department's goals, objectives, financial position, and administration of tax policies.

Extensive knowledge of the theory, practices and techniques of fiscal management with emphasis on governmental fund accounting; applicable accounting and funding rules, regulations and procedures; cash forecasting, revenue projections, and project management; applicable state, federal, and department laws, rules, regulations, and procedures; the department's accounting and management systems and their relationship and effect regarding accounting, fiscal and budget implications; of auditing practices, principles and concepts to ensure department compliance with applicable laws, regulations and internal controls.

Requires an extensive knowledge of the department's Federal Aid Highway program and intricacies of federal-aid funding and innovative financing of various transportation programs.

Ability to recognize, analyze and solve complex fiscal problems, financial recording and reporting problems and to accurately interpret fiscal and accounting records and arrive at sound conclusions and decisions. Ability to improve organizational efficiency; to establish and maintain effective working relationships with employees within the department, within other states and federal agencies, the public and the legislature; to manage many large accounting management and budgets and other fiscal systems. The ability to manipulate data to provide necessary information internally and externally; to read large volumes of information, interpret and apply to current operations and change existing procedures as necessary; delegate authority; and make decisions.

**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 10 years of progressively responsible experience in accounting and fiscal management experience or a related field. This position requires a minimum of 5 years of supervisory experience.

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:**

*List any other special required information for this position*

- |  |   |
|--|---|
| <input type="checkbox"/> Fingerprint check           | <input type="checkbox"/> Valid driver's license |
| <input checked="" type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe        |
| none 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.

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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: Financial Executive      Job Code Number: A3301E**

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

- |  |  |
|--|--|
| <input checked="" 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:**

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**Signature**

**Title**

**Date**