

# 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 1.2    Position Number: 21008, 21026, 21053, 22081**

**Location: Helena    Department: Transportation**

**Division and Bureau: Administration Division, Accounting Services Bureau**

**Section and Unit: Accounting Systems Operations**

### **Job Overview:**

The Accounting Technician performs reconciliations, verifications, research, and other accounting duties. These positions work within the internal control procedures of the department. Provides support to Accountants within the section and bureau. Reports to the Accounting Systems Operations Supervisor.

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

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

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

#### **Customer Relations            20%**

- Assists both internal and external customers on a daily basis with issues.
- Resolve issues such as incorrect accounting information and payments. .
- Makes recommendation to supervisor on ideas to provide most efficient service.

**Other Duties**            5%

Performs a variety of other duties as assigned by the supervisor or Administration Division Management in support of the Department's mission and objectives.

**Supervision**

The number of employees supervised is: n/a

The position number for each supervised employee is: n/a

**Physical and Environmental Demands:**

Works in a typical office environment.

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

Requires the ability to effectively organize workload and prioritize and manage multiple responsibilities to meet established deadlines; communicate effectively orally and in writing; analyze 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 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.

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*

Fingerprint check

Valid driver's license

Background check

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.

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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 Technician**

**Job Code Number: Q33021**

**Level: 2**

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:**

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**Signature**

**Title**

**Date**