

STATE OF MONTANA

JOB DESCRIPTION

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

Job Title: Fiscal Support Liaison

Position Number: 22019, 21065, 15009, 33216

Location: Helena

Department: Transportation

Division and Bureau: Fiscal Services Division / Appropriations Management Bureau

Section and Unit: Financial Contact Section

Job Overview:

These positions serve as a liaison between the Fiscal Services Division and the Operational Programs. Provides a range of professional services to include facilitating implementation and providing oversight of fiscal plans and program objectives related to state and federal budget projections, state and federal grant/project obligation and management, contract management, and program execution support. These positions report to the Financial Contact Section Supervisor and do not supervise others.

Essential Functions (Major Duties or Responsibilities):

Financial Analysis and Project Oversight – 25%

Level 2.1

- Tracks, analyzes, and projects financial information to ensure the Operational Program's work plans and programs (1) comply with federal and state laws, statutes, and regulations and (2) follow Montana Department of Transportation (MDT) policies and procedures.
- Reviews processes for efficiency, accuracy, and compliance, and develops and recommends process modifications to ensure continued program efficiency and effectiveness.
- Facilitates management of Operational Program contracted services in accordance with established time and funding parameters; evaluates payment coding to support tracking within enterprise accounting systems; and assists contract liaisons as needed.

- Displays professionalism in coworker and customers interactions, building and sustaining mutually respectful and beneficial relationships in furtherance of business goals. Prioritizes customers and their needs.
- Monitors monthly grant/project financial reports to ensure that transaction processing aligns with the corresponding grant/project authorization. Employs various strategies to identify erroneous transactions and initiates corrective action. Monitors timeliness of the closing process upon completion of the grant/project requirements.
- Obligates and modifies state and federal grants/projects within the enterprise financial system, per grant/project requirements.
- Demonstrates understanding of the functions, capabilities, and interdependencies of sections within the Division. Asks questions of others to comprehend technical issues and effective issue resolution techniques. Displays the ability to learn new processes, policies, procedures, and systems and subsequently train others using that knowledge.

Level 2.2

- Conducts in-depth tracking, analysis, and projections covering more complex financial information to ensure the Operational Program's work plans and programs (1) comply with federal and state laws, statutes, and regulations and (2) follow MDT policies and procedures.
- Actively listens to others when interpreting and solving technical issues; seeks to understand concepts so they may understand and apply them effectively. Reviews internal policies and procedures to ensure consistency and use of sound methodologies. Trains other staff, facilitating knowledge transfer across various functional areas.
- Identifies root cause related to grant/project issues, develops solutions, and coordinates with applicable stakeholders to implement methods to resolve issues.

Level 2.3

- Represents Division interests at senior-level meetings, contributing timely, accurate, and relevant technical/procedural input and feedback.
- Interprets new guidance, evaluating impacts on the task, process, policy, and procedural levels; recommends or develops courses of action for incorporation into operations, coordinating with Division staff and leadership as needed.
- Considers all aspects of state and departmental systems and the enterprise financial landscape when identifying and recommending operational or strategic changes (methodologies, systems, policies, procedures) aimed at increasing service effectiveness and efficiency. Trains and mentors new staff to ensure seamless integration into Division operation, foster organizational culture, and promote employee development.

Program Budget Development & Administration - 70%

Level 2.1

- Develops and administers the Operational Program budgets, fiscal management plans, and financial programs to ensure quality and cost-effective program delivery, compliance with applicable state and federal requirements, and efficient operations.
- Evaluates and integrates financial requirements related to legislative appropriations, current and future program needs, and recommendations provided by program managers and other program personnel.
- Participates in planning, coordinating, and administering Operational Program budget requests; assists with presentation and justification of program budget requests to the Director and legislature; supports development of testimony and responses related to Governor's office and legislative requests; and takes part in resolution efforts regarding complex budgetary problems to ensure budgets reflect the program's current/anticipated needs and funding capabilities.
- Presents and discusses the Operational Program budgets and financial programs at Operational Program meetings and represents the Fiscal Services Division therein.
- Assists with management of Operational Program budgets to ensure adherence to budget allocations, participates in development of state and federal cost projections, and determines spending guidelines and budget modifications. Contributes to formulation of budget projections and discrepancy resolution efforts aimed at determining potential surpluses and deficiencies. Provides financial status updates to applicable Operational Program personnel.
- Supports oversight and coordination efforts covering the Operational Program's budget development process, assessing the fiscal impact of realized and potential business process changes. Assists with coordination of budgetary change requests and implementation of budget modifications.
- Coordinates and directs compliance reviews within the Operational Program, MDT Audit Services, and applicable federal agencies; synchronizes activities with designated Fiscal Services Division and Legislative Audit Division personnel.
- Asks questions of others to understand technical issues and solve issues effectively. Understands and can communicate methodologies, policies, procedures, and systems. Ability to train other staff on job duties the position has performed or is currently performing.
- Employs various strategies to identify errors prior to sending work outputs to the next step of business process/cycle; develops checklists and reference to assist with resolution processes for problem areas.

Level 2.2

- Develops practical and accurate personal services projection scenarios for management via the input, extraction, and analysis of Personal Services Budget system data (e.g., seasonal

hire options). Formulates cost-effective strategies to accomplish program and enterprise goals relative to personal services and organizational structure (e.g., vacancy savings, full-time vs. part-time analysis).

- Plans, coordinates, and administers the Operational Program's budget request; assists with presentation and justification of the program's budget request to the Director and legislature; develops testimony and responses for Governor's office and legislative requests; and directs the resolution of complex budgetary problems to ensure budgets reflect the current and anticipated needs and funding capabilities of the program.
- Facilitates the fiscal note development process for the Operational Program by evaluating proposed legislation, determining fiscal impacts, and providing impact documentation that effectively represents, promotes, and defends Department positions and perspectives on specific fiscal issues. This position serves as the primary point of contact for Operational Program budget requests during the Executive Planning Process.
- Manages Operational Program budgets to ensure adherence to budget allocations, develops state and federal cost projections, and determines spending guidelines and budget modifications. Develops budget projections and resolves discrepancies to determine potential surpluses and deficiencies. Apprises the Operational Program's leadership of the changing financial status of various programs.
- Oversees and coordinates the Operational Program's budget development business process and determines fiscal impact of realized and potential business process changes. Coordinates budgetary change requests and implements budget modifications.
- Establishes and enforces processes and procedures for financial coordination between MDT and various entities including other state agencies, federal agencies, Tribal Governments, local governments, and private developers.
- Performs work with minimal errors. Continuously seeks to improve work outputs, using various assessment methods. As work complexity increases, emphasizes increased attention to detail across the section to improve/ensure accuracy of work products. Assumes additional responsibilities when opportunities arise. Conducts reviews of work within the section, providing professional and constructive feedback.
- Contributes positively to an environment that encourages innovation, creativity, and comprehensive knowledge-sharing. Seeks individual and collaborative opportunities to assess, test, recommend, and implement and innovative approaches to problem resolution. Regularly evaluates self and team with a goal of personal and professional improvement.
- Provides available alternatives to customers, when applicable, regarding complex topics or issues. Pursues opportunities to enhance customer service skills through feedback or training.

Level 2.3

- Applies advanced skill and innovation while managing program budgets to ensure adherence to budget allocations, develops state and federal cost projections, and determines spending guidelines and budget modifications. Formulates budget projections and resolves complex discrepancies across the program spectrum.
- Able to complete complex assignments with minimal errors. Work involves coordination with others and an understanding of decision support systems within the Department. Considered to be an expert within the section who can step into other roles within the section, as needed. Incumbent is a trusted resource with record of producing reliable and value-added work products.
- Actively leads efforts for continuous learning and keeps abreast of new developments that affect the technical/ professional work area.
- Evaluates and integrates financial requirements related to legislative appropriations, current and future program needs, and recommendations provided by program managers and other program personnel.
- Contributes to the success of the Agency by knowledge-sharing across sections; appreciates the contributions of other sections and seeks/develops relationships necessary to deliver the Division's core products and services.
- Serves as a role model for the implementation and acceptance of change, working closely with management to facilitate smooth transitions. Trains other employees using full understanding of available change management tools and how to best adjust to change. Advises supervisor when additional tools/resources may be needed to implement change.

Other Duties - 5%

Performs a variety of other duties and activities as assigned by the Supervisor and FSD management in support of the Department mission and objectives.

Supervision

The number of employees supervised: N/A

The position number for each supervised employee: N/A

Physical and Environmental Demands:

Works in a typical office environment.

Knowledge, Skills and Abilities (Behaviors):

- Knowledge of the concepts, principles, practices, and requirements relative to government finance, accounting, cost accounting, budgeting, and auditing.
- Knowledge of state and federal laws, statutes, and regulations; government accounting and other internal systems; state and federal grant procedures; state and federal budget and financial reporting requirements; and current economic and environmental trends and issues.
- Knowledge of the legislative process, federal funds management, contract management, and negotiation methods and techniques.
- Ability to conduct, apply, and translate research and analysis of relevant data into viable recommendations and support materials for decision makers.
- Ability to develop policies and interpret laws and regulations.
- Ability to develop and foster relationships with internal and external customers, to include conflict resolution skills.
- Effective communication skills when formulating and presenting required information or recommendations to internal or external stakeholders.
- Ability to apply interpersonal negotiation and mediation techniques.
- Knowledge and skill covering the operation of program and financial management systems, as well as other relevant applications.

Minimum Qualifications (Education and Experience):

Level 2.1

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a bachelor's degree in business or a related field.

This position requires a minimum of 1 year of accounting, budget, or related fiscal experience.

Certifications, licensure, or other required credentials: NA

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

Level 2.2

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a bachelor's degree in business or a related field.

This position requires a minimum of 2 years of accounting, budget, or related fiscal experience.

Level 2.3

No additional education or experience required.

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

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Fingerprint check

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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.

Immediate Supervisor	Title	Date
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Administrative Review	Title
Date	

My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Budget Analyst

Job Code Number: B23012

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

Date

Title