

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: Area Administrative Assistant

Position Number: 03201, 74201, 76201, 78201, 87201, 89201

Location: Statewide

Department: Transportation Division and Bureau: District Administrative Services

Section and Unit:

Job Overview:

This position is the Area Administrative Assistant for one of six area office assignments. The position is responsible for administering and coordinating the operations, services, and administrative systems of the Area Office; coordinating and processing area accounting and budget operations; and administering and coordinating office functions and customer support services (e.g., permitting and traveler information) for the Area Office. The position reports to the District Financial Officer, and is responsible for supervision of technical and clerical staff (e.g., Payroll/Benefits Technician, Accounting Clerk, and Administrative Support).

Essential Functions (Major Duties or Responsibilities):

Accounting and Fiscal Administration – 45%

Ensure agency accounting policies and procedures, internal controls, and business policies (e.g., MOMs, FYE and accrual instructions, vendor payments, collections, payroll claims, inventory, SABRHRS, CARES, etc.) are properly implemented and that Area business operations comply with applicable policies and procedures. Coordinate and process area accounting and fiscal operations to provide information for management decisions; ensure compliance with applicable state and federal laws and regulations and ensure continued efficient program operations in accordance with MDT's strategic goals and objectives.

- Approve and process the payment of claims and procard transactions to vendors and other state agencies by reviewing supporting documentation and ensuring proper authorization for claims. Ensures payments for goods and services are made in accordance with state law.

- Process Area miscellaneous and maintenance Account Receivables to ensure proper billing by Administration Division of goods and services provided by the Department of Transportation. Establish miscellaneous or maintenance AR's, track charges to ensure proper coding (cost center), and provide DFO with accurate information for approval of liability release. Record miscellaneous A/R's and deposits in accordance with department and state policies and laws.
- Identify, prepare, verify and submit correcting journal entries to correct coding errors and to ensure the accuracy of financial information on the accounting systems.
- Coordinate fiscal year end (FYE) activities with Area staff to ensure that instructions are properly implemented in the Area, that information and reports (e.g., journals, reconciliations, account balances, accrual amounts, etc.) are accurate and timely, and ensure the compliance of Area business activities.
- Provide accounting support and coordination for maintenance project contract administration activities to ensure compliance with agency, federal, and professional regulations, business standards, and contract terms.
- Reconcile accounts and prepare accurate and timely transactions and reports to ensure the proper treatment of accounting transactions and the accuracy of accounting data.
- Provide consultation and technical assistance to area managers on budget and accounting status to ensure adherence to Department procedures and policies, and state policies and laws, provides technical assistance related to multiple and un-integrated financial systems such as MMS, EVMS, and Stores and reconcile unmatched MMS, EVMS, and Stores records. Notify the District Financial Officer, District Administrator, Administration Division and Area managers of potential fiscal, programmatic, or policy problem areas (e.g., budget shortfalls, personal services over-expenditures, policy non-compliance, etc.)

Budget - 25%

Coordinate and process Area budget operations to provide information for management decisions; ensure compliance with applicable state and federal laws, regulations, and legislative intent; and ensure continued efficient program operations.

- Analyze historical expenditures (e.g., equipment needs, personal services costs, etc.); compile budget data; and extract and validate project accounting data to assist Area Managers in planning and allocating the Area budget. Compile Area budgetary needs for EPP and BDS based on historical expenditure experience and projected monetary requirements.
- Compile Area expenditure and administrative information to assist Area and District management in preparing biennial budget requests. Compile and verify data, create budget justifications and reports and provide information and advice to Area management on the budgeting process, supporting data, and related procedures and requirements to ensure the proper information is compiled and complete.

Area Office Administration - 20%

Administer and manage the operations, services, and business systems of the Area Office to provide services to the public, ensure adequate support for projects, maximize efficiency, and ensure compliance with state and federal requirements.

- Oversee the development and monitoring of contracts for janitorial services in the Area office.
- Provide technical assistance on MCS, forage permits and load limit inquiries from the public and local and private entities by explaining or clarifying regulations, state requirements, and MDT policy, assisting with the review of permit applications to ensure compliance with guidelines, and transmitting recommended load limits for inclusion on the statewide road report or construction report.

Supervision – 5%

Direct supervision of various technical and administrative staff (varies by district) to ensure development and maintenance of employee competencies as outlined in individual job profiles.

- Monitor and manage the performance of all positions directly supervised and complete performance appraisals to ensure accounting proficiency levels are maintained. Implement and monitor corrective action including discipline when necessary. Resolve staff grievances at the lowest level possible.
- Coordinate or provide training for subordinates and ensuring the efficient implementation of training programs.

Other duties as assigned – 5%

Perform other related management, technical support, research, and administrative work as needed or assigned by the supervisor.

Supervision

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

The number of employees supervised is: Varies by District

The position number for each supervised employee is: various

Physical and Environmental Demands:

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Occasional travel within state to attend meetings
- Operating a personal computer
- Communicate in writing, in person and over the phone
- Mediating conflicts between irate and often hostile parties
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines

Knowledge, Skills and Abilities (Behaviors):

Knowledge:

The position requires a thorough knowledge of office management practices and procedures; government accounting and budgeting; project tracking; travel policies and procedures; contract administration, computers and related applications [e.g., databases, word processing, spreadsheets (including Excel), MS Word, email, Internet browsers, desktop publishing, Access, etc.]; business English, spelling, and grammar; customer service techniques; technical writing; available funding and related limitations; and record retention and reporting requirements. The position requires a working knowledge of Generally Accepted Accounting Principles (GAAP); Governmental Accounting, Auditing, and Financial Reporting requirements; SABHRS; MDT funding structures; MDT management and financial systems including the PSBM, MMS, Billing Voucher, State Share, Cost Accounting and Reporting, Construction Program/Planned Obligation, Project Cost Scheduling, and Highway Online Claims systems. The position requires knowledge of administrative goals and objectives, legislative and administrative rule requirements and processes, state and MDT personnel policies and procedures, supervisory practices, and training methods.

Skills:

Skill in the operation of general office equipment, personal computers, office software and specialized financial management systems, and typical business applications (word processing, spreadsheets, databases, Internet applications, etc.), editing, typing and proofreading, public relations, and in accurately processing forms. The position requires skill in quickly and accurately taking notes and meeting minutes; problem solving techniques; written and verbal communications; and presentation and negotiation.

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 two-year certificate in accounting, business administration, computers or a related field. Related fields include Public Administration, Computer Science, Construction Project Management, Contract Administration, etc.

This position requires a minimum of 2 years of experience in office management, accounting and budget monitoring. This position requires a minimum of 1 year of supervision or team lead 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

- Fingerprint check
- Background check
- Union Code
- Valid driver's license
- Other; Describe
- 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
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Human Resources Review

Job Code Title: Accountant Job Code Number: B21012 Level 2: 5

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

- | | |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input type="checkbox"/> Telework Available | <input checked="" type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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