



**STATE OF MONTANA
SECRETARY OF STATE'S OFFICE
JOB PROFILE AND EVALUATION**

SECTION I - Identification

Working Title:
Accounting Technician

Department:
Secretary of State

Class Code Number: 433313

Division/ Bureau:
Administrative Rules and Management
Services Division

Class Code Title: Accounting Technician

Section/ Unit:
Fiscal Services

Pay Band: 3

Work Address:
1301 E. 6th Avenue
Helena, MT 59601

Position Number: 32166028

Phone: 406/444-3334

FLSA Exempt

FLSA Non-Exempt

Profile Completed By:
Jean Branscum

Work Phone: 406/444-5596

Work Unit Mission Statement or Functional Description:

The Secretary of State is one of six executive-branch officers originally designated by the Montana Constitution of 1889. The Office of the Secretary of State (SOS) is responsible for all business registrations. The SOS reviews, approves, maintains, and distributes records of business and non-profit organizations; and files and maintains records of secured financial transactions under the uniform commercial code. The SOS records notary public registrations and maintains the official records of the executive branch and the acts of the Legislature. The SOS administers the state's record center and provides state-wide records management services. The office serves as the central filing and publication source for the Administrative Rules of Montana and the Montana Administrative Register. The Secretary of State serves as Montana's chief election official and is responsible for the application, operation and interpretation of elections laws except those pertaining to campaign finance. The Secretary of State serves on the Board of Land Commissioners and the Board of Examiners.

The Secretary of State's Office is administered by a chief deputy and is divided into four divisions: Administrative Rules and Management Services, Business Services, Elections and Government Services, and Records and Information Management. The Fiscal Services Unit is included in the Administrative Rules and Management Services Division. This Division executes the duties of the Secretary of State's Office under the Montana Administrative Procedure Act and provides general administrative and technology support services for the entire agency. Agency-wide services provided include agency information systems support for local area network computer and software systems,

budgeting, payroll, accounting, procurement, cashiering, mail processing, and human resources. The Administrative Rules Services provided include technical guidance to state agencies, research, and the filing, indexing, organizing for publication, and distribution of the Administrative Rules adopted by state agencies in the Administrative Rules of Montana and the Montana Administrative Register.

The Fiscal Services Unit is responsible for all department accounting, bookkeeping, fund deposits, contract management, purchasing, property management, budget entry and related assistance; for serving as the accounting and audit coordination liaison with other state departments and various federal agencies; and participates in interdepartmental service coordination. Other responsibilities include defining department accounting and purchasing policy, updating department accounting and fiscal rules, policies and procedures.

Describe the Job's Overall Purpose:

This position serves as a central point of contact for the agency for accounts payable and accounts receivable and coordinates a variety of technical accounting services. The position manages the agency's accounts payable; manages aspects of the agency's accounts receivable; tracks contracts; provides guidance and technical oversight to program staff to ensure consistency and compliance with accounting and purchasing procedures and requirements; and performs a variety of duties to support Division and program operations. The position reports to the Fiscal Unit Manager and does not directly supervise other office personnel.

SECTION II - Major Duties or Responsibilities

% of Time

- A. Accounts Receivable Analysis, Reconciliation and Reporting: 45%**
1. Performs daily technical accounting duties and serves as point of contact for the Office's accounts receivable. Ensures accurate, consistent and efficient accounting according to generally accepted accounting principles, and in compliance with state and federal policy and procedures. Manages all aspects of revenues received by the Office.
 2. Monitors agency account activity to ensure accurate collection of revenue. Identifies and resolves deficiencies through coordination with Accountant, Division deputies, and accounting staff. Coordinates daily revenue deposits to verify accurate calculations and coding, ensure timely deposits, and provide required reporting on state's accounting system.
 3. Accurately identifies revenues received via electronic funds transfer (EFT) from various sources and input by the State Treasury, Dept. of Administration.
 4. Processes interagency transfers received from other state agencies and apply the revenues or coding for the expenditures and accurately enters the corresponding coding into SABHRS.
 5. Reconciles the on-line transactions through Montana Interactive. Initiates documentation for proper recording of expenditures related to providing service; and to support transaction supplied that is associated with the receivable.
 6. Performs a variety of finance related duties to support the management and maintenance of a variety of financial systems to ensure accurate and efficient financial records and reporting.
 7. Performs cashiering duties. Receives and processes a variety of documents and/or monies from mail, specialized delivery services, walk in traffic and fax. Assesses the document to be

processed and appropriately assigns a scanable bar code number or a number through use of a slip printer based on office procedures. Reviews document for appropriate information and accurately enters required information into appropriate screens of applicable database computer program. Bundles processed documents according to filing type for delivery to appropriate bureau for final processing. Completes daily deposit report. Delivers balanced and reconciled summaries and monies to Lead Cashier for deposit into the State Treasury.

B. Accounts Payable Analysis, Reconciliation and Reporting: **30%**

1. Performs daily technical accounting duties and serves as point of contact for the Office's accounts payable. Ensures accurate, consistent and efficient accounting according to generally accepted accounting principles and manages all aspects of payments due to the Office. Verifies responsible division and org unit and determines proper coding of documentation. Transactions with documentation are routed to appropriate deputy for final approval.
2. Responsible for processing vendor invoices, travel expense vouchers, contractor invoices and other agency invoices to ensure accurate, timely and efficient payments, according to generally accepted accounting principles, and in compliance with state and federal policy and procedures. This involves verifying goods and services are received, authorizations, calculations, itemizations, and coding; reviewing transmittal records to prevent duplicate payments; encoding claims and journal vouchers; and identifying and reconciling errors, discrepancies, and other problems through accounting procedures and consultation with office staff, vendors and other involved parties. Reviews all purchases for compliance with office/state purchasing policies.
3. Maintains and monitors contract files. Verifies compliance of payment with established contract.
4. Processes new vendors into state accounting system and ensures accuracy of information required to input vendors into the state vendor system.
5. Serves as the Procurement Card Program (PROCARD) System Administrator: coordinating the distribution of cardholder agreements; the establishment of an agency hierarchy for distribution; responsible for monthly payment in a timely manner and distribution of costs to correct divisions and orgs; provides on-going as well as formal training annually on the correct use of the PROCARD to office staff; audits process for accuracy and to ensure employees are following established guidelines.
6. Provides advice and technical assistance to deputies and employees to accomplish accounting related work in various programs. This includes compilation of accurate and timely fiscal reports related to expenditure and other budgetary issues.

C. Accounting Services Coordination **10%**

1. Monitors and coordinates purchasing activities under the Office's delegated purchasing agreement. Serves as the ARMS Division liaison with divisions by advising division deputies and accounting staff on purchasing guidelines, office procedures, approval on purchases above office limits, and state, federal, and office compliance requirements.
2. Recommends and maintains purchasing and inventory procedures to reflect changing state and federal requirements, process efficiencies, electronic system functions and operations, and other program and/or organizational changes affecting ongoing Office accounting. Assesses effectiveness of existing procedures, changing requirements, process impediments and

efficiencies, and automated system functions and operations to determine procedural enhancements. Documents procedures through writing standard operating procedure manuals.

3. Serves as the Office liaison with State Purchasing Bureau, Dept. of Administration, for purchasing issues, training, and exchange of information. Attends Purchasing user group meetings and reports back to supervisor on changes and key information points. Recommends policy changes and implementation procedures as needed.
4. Provides formal training on the Office's delegated purchasing agreement and online purchasing process to office staff at least annually.
5. Tracks office inventory assets as related to records on the state's accounting system to ensure effective inventory control as well as compliance with state and federal reporting requirements. Updates inventory files by monitoring inventory movements, additions, and disposal and recording property numbers, descriptions, acquisition dates, costs, orgs, locations, and other needed details. This includes inventory items not requiring capitalization on the state's Asset Management System.
6. In conjunction with Fiscal Manager, modifies Office's accounting/chart field structure, financial reporting and budgetary control.
 - a. Enters budget journal into SABHRS and provide related requests as appropriate to the OBPP.
 - b. Runs General Ledger reports and use financial inquires to analyze budgetary and actual transactions and other financial data.
 - c. Reviews transactions and financial reports to identify accounting errors.
 - d. Updates chart of accounts, budget translation rules and reporting and translate trees.
 - e. Establishes and maintains new Organization and Project/Grant values or update data related to current values.
 - f. Prepares requests to Dept. of Administration to establish new Fund or Account values or update data related to current values.
 - g. Establishes and maintains reporting and translate trees and translate rules.
 - h. Reviews financial reports to ensure reporting structure is working properly.
7. Files financial documents in timely manner and maintains all accounting records in accordance with GAAP (generally accepted accounting principles) and other federal and state rules, regulations, and laws.
8. Provides customer service by answering financial questions. Accesses computerized financial information to answer general questions as well as those related to specific accounts from the general public and SOS staff.

D. Program support to Division and Office.

10%

1. Researches, compiles and analyzes a variety of financial reports and documentation related to program revenues and expenditures to identify and assess actual/potential budget deficiencies; accounts processing problems; income and expenditure trends, anomalies and a variety of other fiscal information. Explains and summarizes financial and statistical information and provides recommendations and alternative to the Fiscal Services Manager and/or program staff to resolve problems.
2. Responds to specific inquiries or referrals from Office personnel, vendors and other by interpreting Office accounting polices and procedures; researching and reporting specific

transaction details; maintaining confidentiality according to guidelines; and coordinating with involved or affected parties to resolve problematic issues.

3. Trains Office staff in policies, procedures and automated system applications (e.g. SABHRS) related to accounts, budgets and financial records to ensure staff competencies and compliance with applicable State and federal requirements. Provides ongoing technical assistance to support ongoing operations.
4. Coordinates financial accounting and reporting for federal grants. Coordinates the preparation of Federal Financial Schedules ensuring consistent reporting. Develops controls to ensure federal financial reporting costs are reasonable and analyzes financial reports to ensure reasonableness and validity by comparing financial data.
5. Serves as Division representative on work groups to ensure decisions are in compliance with applicable State and federal policies, procedures and laws. Makes recommendations and initiates process changes needed to ensure compliance.

E. Other Duties

5%

This position performs a variety of other duties as assigned by the supervisor in support of the agency mission and work unit objectives. This includes back-up of mail clerk, other accounting technicians, and fiscal manager; exchanging information with agency staff and the public; providing training, education, and professional and technical assistance; directing special projects; participating in ongoing training and educational programs; representing the SOS on multi-state working groups and committees; and performing a variety of other duties as directed.

2. *Specific examples of problems solved, decisions made, or procedures followed when performing the most frequent duties of this position include:*

The actions and decisions of the position directly affect the quality, compliance, and efficiency of the Office's accounting systems. Effective application of state and Office policies and accounting standards ensures the technical/legal integrity and effective overall management of the Office budget. This position is responsible for ensuring adherence to specific accounting procedures; effectively communicating with office staff, vendors, and others to resolve errors and discrepancies; providing accurate technical guidance and appropriate support regarding financial and purchasing procedures and requirements; and for promoting effective fiscal management throughout the Office.

3. *The most complicated aspect of this position is:*

The most complicated part of the job involves the accurate interpretation of federal and state financial and purchasing laws and policies; analyzing historic, current and future business processes, accounting systems, policies and regulations to perform tasks such as fiscal analyses and projections, solving system problems, establishing accounting structures, and developing recommendations for procedural and policy changes. The Office has 5 accounting systems (ICMS, UCC Accounting, Prepaid, ARM, and RMD) which must be monitored for compliance.

4. *Guidelines, manuals, or written procedures that support this position include:*

Available guidelines, manuals, and written procedures available to the incumbent include GAAP; MCA; policies and procedures in MOM, SABHRS, and other state and federal fiscal and operational regulations; Office policy; state personnel policies and procedures; state procurement policies and procedures; and state security policy.

5. The following duties are considered essential functions because they require specialized expertise and skill and are the primary reasons the job exists:

Duty A: Accounts Receivable Analysis, Reconciliation, and Reporting

Duty B: Accounts Payable Analysis, Reconciliation and Reporting

Duty C: Accounting Services Coordination, including coordination of purchasing activities, office inventory asset tracking, filing, and providing customer service.

Duty D: Program support, including research, compilation and analysis of financial documents, training, coordination of financial accounting and reporting for federal grants.

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Light lifting (less than 10 lbs.)
- Carry medium to light items (mail, envelope boxes, papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Operating a personal computer
- Communicate in writing, in person, and over the phone

MENTAL

- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing, Synthesizing
- Coordinating
- Negotiating
- Instructing

6. ***Does this position supervise others?*** Yes No

Number directly supervised:

Complexity level of the positions supervised:

Position Number(s) of those supervised:

7. ***This position is responsible for:***

- | | | | |
|---|---------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Hiring | <input type="checkbox"/> Firing | <input type="checkbox"/> Supervision | <input type="checkbox"/> Pay Level |
| <input type="checkbox"/> Performance Management | | <input type="checkbox"/> Promotions | <input type="checkbox"/> Discipline |
| <input type="checkbox"/> Other: | | | |

8. ***Attach an Organizational Chart.***

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

This position requires knowledge of the principles and practices of governmental accounting and budgeting; research and analysis practices; professional accounting principles according to GAAP; Governmental Accounting, Auditing, and Financial Reporting requirements; federal policies; Montana State Policy and Rule; MOM II; business practices and administration; state security policies; and considerable knowledge of purchasing and contract laws and policies. The position requires the individual to possess a high proficiency in cost accounting processes as well as cost allocation analysis. Special knowledge areas include understanding of SABHRS.

SKILLS:

This position requires skills in the operation of a personal computer, office software and specialized financial management systems; interpreting laws and policies; mathematical analysis; problem solving techniques; verbal and written communication; and in accurately processing financial documents. Ability to plan and organize work; to analyze accounting systems and procedures and identify areas needing improvement; to organize, evaluate and draw conclusions from accounting and financial data; and ability to evaluate agency chart of account, budget translation rules, reporting and translate trees.

Behaviors required to perform these duties?

- **Verbal Communication:** Keeps appropriate individuals informed. Listens to others respectfully, understands or seeks clarification, and responds appropriately demonstrating tact and diplomacy. Expresses thoughts and ideas clearly.
- **Written Communication:** Writes clearly, logically and effectively using proper style, tone, grammar, spelling and punctuation.
- **Flexible at Work:** Responds positively to changes in direction, priorities, responsibilities, personnel or assignments. Works effectively in a variety of situations and with a variety of individuals or groups.
- **Working with Others:** Relates to others in an open and accepting manner; is approachable. Offers and accepts opinions constructively. Adjusts to how individuals and the work unit will react. Treats others with respect. Constructively resolves disagreements. Is open to others' ideas and gives credit and recognition to others.
- **Responsive to Work Needs:** Willing to perform different jobs, cross train, or assist wherever needed. Is aware of co-worker workload and responds accordingly.
- **Takes Action:** Takes effective and appropriate action to perform job duties without being reminded. Willingly accepts more responsibility or more work.
- **Forward Looking:** Suggests improvements and new ideas, technologies, and approaches. Willingly applies new and evolving ideas, methods, designs and technologies to work.
- **Efficiency and Focus:** Uses time effectively and prioritizes tasks. Is aware of workload and makes appropriate adjustments to meet deadlines and complete tasks. Handles interruptions or distractions and stays on task. Achieves goals.

- **Accuracy:** Ensures accuracy of work and makes corrections in a timely manner. Is conscientious and monitors own quality of work.
- **Attendance:** Arrives on time for work and demonstrates good attendance record.
- **Organizational Awareness:** Understands and follows the rules, policies and laws that govern work. Identifies key decision-makers; understands and respects the balance of authority. Acts in an ethical manner.

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No education required | <input checked="" type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable and related fields of study:

Required/Acceptable:

Accounting, Business, Public Administration, Office Technology

Related:

Other education, training, certification, or licensing required (specify): None Specified

Experience:

Experience in governmental accounting and with state government accounting system preferred.

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No prior experience required | <input checked="" type="checkbox"/> 3 to 4 years |
| <input type="checkbox"/> 1 to 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience (optional):

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

- Yes No

Alternative qualifications include:

Equivalent amount of education and experience

SECTION IV – Other Important Job Information

Work is performed in a normal office environment, and the position requires the ability to communicate effectively in person, in writing, and over the phone. Work hours vary in complying with numerous deadlines, customer requests, interruptions and wide fluctuations in work volumes, and deadlines require the employee to be able to work under pressure for long periods of time.