

# Missouri Department of Transportation

Code: R04621

Title: Assistant Financial Services Director

Exemption Status: Exempt

Grade: MM06

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## Job Description

<b>Effective Date</b>	07-01-2022
<b>Replaces (Effective Date)</b>	07-15-2017
<b>General Summary</b>	The assistant financial services director oversees and supervises functions related to budget planning, financial analysis, federal funds administration, accounting, payroll, and internal financial control functions.
<b>Minimum/Required Qualifications</b>	Bachelor's Degree, Accounting, Business Administration, Finance, or related field Over nine years of experience in accounting or financial positions.
<b>Supervisory Responsibilities</b>	Full Supervision
<b>Location</b>	Central Office - Financial Services
<b>Special Working Conditions/Job Characteristics</b>	Job requires occasional, statewide, overnight travel.

## Examples of Work

- (1) Directs work for accounts payable, financial planning, financial reporting, payroll, and project accounting and receivables sections.
- (2) Prepares or assists in preparing division business and work plans, and ensures division goals are met.
- (3) Assists the financial services director in developing and administering financial policies and procedures.
- (4) Represents the division or the department at internal and external meetings and conferences; meets with internal and external groups to discuss financial topics, projects, or policies.
- (5) Prepares or assists in oversight of the financial forecasting process, including estimated state and federal revenues and estimated expenditures.
- (6) Participates on project and strategy teams to support the department's mission.
- (7) Performs special projects of a complex nature.
- (8) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (9) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**