Missouri Department of Transportation Job Description

Job Title: Financial Services Manager

Title Code: R04724

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Financial Services

Effective Date: 10-16-2025

Replaces (Effective Date): 12-01-2024

General Summary

The financial services manager supervises and oversees operations relating to financial accounting and reporting, receipt of funds, inventories, capital/fixed assets, disbursements, payroll, benefit administration, and interpretation. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Accounting, Finance, Business Administration, or related field, **AND** six years of experience in accounting, benefits administration, auditing, or financial analyst positions, **OR**
- Ten years of experience in accounting, benefits administration, auditing, or financial analyst positions.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Supervises staff responsible for payroll, time reporting, and accounts payable activities; provides technical expertise and responds to complex questions received from supervisors, statewide payroll contacts including financial and support services staff, human resources and benefits staff, vendors, and department employees.
2. Supervises the processing of vendor payments, payroll, expense accounts, third-party contracts, and other department reports.
3. Performs and supervises quality assurance reviews of districts and divisions including a review for compliance with department policies and procedures, effectiveness of internal controls, accuracy

of coding of financial transactions, and documenting best practices; educates and coaches staff on correcting procedures and best practices; writes report documenting deficiencies and recommending corrective actions; supervises the publication of reports.

4. Develops financial policies and procedures including research/analysis of applicable laws, rules, regulations, and accounting standards.

5. Supervises training on new accounting/benefit policies, codes, software, and applications.

6. Supervises accounts receivables including Federal Highway Administration (FHWA) and the processing of FHWA vouchers.

7. Develops Infrastructure Completed figures as well as Work In Progress figures for the end of the fiscal year.

8. Performs supervisory responsibilities.

9. Performs other responsibilities as required or assigned.