

Missouri Department of Transportation Job Description

Job Title: Financial Services Specialist

Title Code: R04632

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices – Financial Services, Highway Safety and Traffic, Motor Carrier Services, Multimodal Operations

Effective Date: 11-01-2023

Replaces (Effective Date): 07-01-2022

General Summary

The financial services specialist performs routine entry-level financial accounting, reporting, and support services activities. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

Bachelor's Degree: Accounting, Business Administration, Finance, Planning, Public Administration, or related field.

Special Working Conditions/Job Characteristics

Job requires occasional, statewide, overnight travel.

Examples of Work

1. Reviews documents, forms, and reports to determine if payroll coding, transactions, and adjustments are correct; verifies accuracy of timesheet coding; makes payroll corrections; prepares reimbursements; may process forms necessary to enroll, maintain, and update employee benefits.
2. Performs various accounting functions, including reconciliations; monitoring delinquent accounts; depositing daily receipts; processing invoices and initiating vendor payments; assisting with the calculation of various overhead rates; and monitoring records for consumable inventories and capital/fixed assets.
3. Maintains accounting records and prepares financial statements in accordance with generally accepted accounting principles and Governmental Accounting Standards Board statements for the department, medical and life insurance plan, and self-insurance plan.

4. Coordinates and conducts capital/fixed asset physical inventory and coordinates statewide physical inventory of capital/fixed assets and consumable inventory.
5. Creates documents for federally funded projects; monitors categories of cost for federal reimbursement; prepares Federal Highway Administration billing and final vouchers; submits documentation and maintains records for letters of credit.
6. Compiles information for various financial reports.
7. Monitors daily cash balance for various funds.
8. Supports the operating budget.
9. Assists with research and report preparation for special requests of financial and statistical information.
10. Analyzes proposed state/federal legislation for possible fiscal impact on the department and prepares fiscal notes.
11. Coordinates and processes property damage claims, maintains property damage databases and reports.
12. 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.