

Missouri Department of Transportation Job Description

Job Title: Financial Services Technician

Title Code: R01027

Salary Grade: 2

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices – Employee Health and Wellness, Financial Services

Effective Date: 11-01-2023

Replaces (Effective Date): 10-01-2022

General Summary

The financial services technician provides routine administrative and paraprofessional support in financial services functions such as processing accounts receivable, accounts payable, benefits administration, payroll, consumable inventories, property damage claims, capital/fixed assets, internal billings, and time (payroll) and equipment reporting, including resolving routine issues and questions with a moderate degree of independence. Complex questions and nonstandard issues are referred to the appropriate personnel. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

High School Diploma or GED/HiSET.

Special Working Conditions/Job Characteristics

Job may require occasional, statewide, overnight travel.

Examples of Work

1. Collects and sorts financial related documents and supporting information; verifies correct accounting transaction and/or vendor information.
2. Reviews and processes documents such as expense vouchers, invoices, purchase orders and similar documents for correct entry, mathematical accuracy, and proper codes.
3. Debits, credits, and totals accounts in spreadsheets and databases, using specialized accounting software.
4. Classifies, records, and summarizes numerical and financial data to compile and keep financial records.

5. Calculates, prepares, and issues bills, invoices, account statements, and other financial statements according to established procedures.
6. Compiles basic statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, and accounts payable and receivable.
7. Conducts physical inventories of consumable and capital/fixed assets.
8. Processes payroll transactions and payroll adjustments.
9. Receives property damage claims by mail, phone, or in person and obtains necessary information, in writing or by phone/fax, to process claims.
10. Maintains property damage databases and records; generates reports.
11. 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.