

# Missouri Department of Transportation Job Description

**Job Title:** Intermediate Financial Services Specialist

**Title Code:** R04617

**Salary Grade:** 8

**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 intermediate financial services specialist performs varied and moderately complex financial accounting, reporting, and support services activities. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

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

Two years of experience in positions related to multimodal transportation, federal or state grant program management, public or transportation administration, transportation planning, accounting, or financial analysis experience.

## **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 complex reconciliations; researching and correcting discrepancies; monitoring delinquent accounts; depositing daily receipts; processing invoices and initiating vendor payments; calculating various overhead rates; and monitoring records for consumable inventories and capital/fixed assets.

3. Maintains the system of accounts 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; performs project accounting for innovative finance projects with local participation including reviewing project agreements; submits documentation and maintains records for letters of credit.
6. Reviews policies and procedures related to financial services activities to determine their impact on accounting procedures and financial systems; conducts research and analysis of related financial activities or practices necessary to prepare reports or develop recommendations.
7. Provides guidance to other personnel in the interpretation and/or application of financial policies and procedures.
8. Assists in the development of the annual appropriations request; coordinates and analyzes proposed legislation for possible fiscal impact on the department; prepares fiscal notes regarding proposed legislation.
9. Provides support in the development of the department's operating budget; provides requested information and gives guidance on the development of division and district budgets.
10. Supports the operating budget.
11. Coordinates and processes property damage claims, monitors 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.**