

# Missouri Department of Transportation Job Description

**Job Title:** Senior Financial Services Specialist

**Title Code:** R04740

**Salary Grade:** 9

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Lead Worker

**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 senior financial services specialist performs varied and 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.

Four years of experience in positions related to accounting, auditing, business analysis or review.

## **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; 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; processing invoices and initiating vendor payments; developing or calculating various overhead rates; managing grant programs and providing financial assistance to other divisions; 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; manages federal funds and ensures use is maximized; performs reconciliations of federal fund balances to Federal Highway Administration (FHWA) reports; monitors categories of cost for federal reimbursement; prepares FHWA 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 financial related activities or practices necessary to prepare reports or develop recommendations; performs independent reviews and evaluations of department transactional processing, department manuals, or software applications in the department's fiscal business area to determine their impact on accounting procedures and financial systems.
7. Provides guidance to other personnel in the interpretation and/or application of financial policies and procedures; provides training and support to other personnel as necessary on financial related topics.
8. Develops the annual appropriations request or the operating budget; supports the operating budget; coordinates and analyzes proposed legislation for possible fiscal impact on the department; prepares fiscal notes regarding proposed legislation; provides requested information and gives guidance on the development of division and district budgets.
9. Assists in the development of the annual financial forecast; performs economic analysis as needed; assists with the issuance of bonds, compiles continuing disclosure information and maintains banking access.
10. Coordinates and processes property damage claims, monitors property damage databases and reports.
11. May perform lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
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.**