



**STATE OF MONTANA
SECRETARY OF STATE'S OFFICE
JOB PROFILE AND EVALUATION**

SECTION I - Identification

Working Title: Accountant

Department: Secretary of State

Class Code Number: 132115

Division/ Bureau: Executive Services

Class Code Title: Accountant

Section/ Unit: Fiscal

Pay Band: 5

Work Address:
1301 E. 6th Ave.
Helena, MT 59601

Position Number: 66028

Phone: 444-4302

FLSA Exempt

FLSA Non-Exempt

Profile Completed By:
Danielle Vincent

Work Phone: 444-3334

Work Unit Mission Statement or Functional Description:

The Secretary of State is one of six executive branch officers originally designated by the Montana-Constitution of 1889. The Office of the Secretary of State (SOS) is responsible for all business registrations. The SOS reviews, approves, maintains, and distributes records of business and non-profit organizations; and files and maintains records of secured financial transactions under the uniform commercial code. The SOS records notary public registrations and maintains the official records of the executive branch and the acts of the Legislature. The SOS administers the state's record center and provides state-wide records management services. The office serves as the central filing and publication source for the Administrative Rules of Montana and the Montana Administrative Register. The Secretary of State serves as Montana's chief election official and is responsible for the application, operation and interpretation of elections laws except those pertaining to campaign finance. The Secretary of State serves on the Board of Land Commissioners and the Board of Examiners.

The Secretary of State's Office is administered by a chief deputy and is divided into five divisions: Executive Services, Administrative Rules, Business Services, Elections and Government Services, and Records and Information Management. The Fiscal Services Unit is included in the Executive Services Division. This Division executes the duties of the Secretary of State's Office under the Montana Administrative Procedure Act and provides general administrative and technology support services for the entire agency. Agency-wide services provided include agency information systems support for local area network computer and software systems, budgeting, payroll, accounting, procurement, mail processing, and human resources.

The Fiscal Services Unit is responsible for all department accounting, contract management, purchasing, budgeting, and for serving as the accounting and audit coordination liaison with other state departments and various federal agencies. Other responsibilities include defining department accounting and purchasing policy, updating department accounting and fiscal rules, policies, and procedures

Describe the Job's Overall Purpose:

The position is responsible for analyzing, and monitoring internal controls and ensuring the input and coordination of information with internal accounting systems. Duties include monitoring internal financial controls and advising the Chief Financial Officer (CFO) when there are variances or it appears that adjustments may be necessary due to changes in processes, procedures or rules and making adjustments when necessary, oversight of accounts payable, running and analyzing revenue reports, booking and reconciling revenue, analyzing SABHRS reports to determine compliance with accounting requirements, and completes fiscal research for management. This position reports directly to the CFO and does not supervise other agency personnel.

SECTION II - Major Duties or Responsibilities **% of Time**

A. Accounting: 75%

This position utilizes internal accounting systems and controls for financial operations to ensure fiscal compliance with federal laws, rules, and regulations. This position serves as the Accountant for the Department.

1. Reconciles revenue from UCC, ICMS, Prepaid, RMD, ARM accounting systems with SABHRS in order to ensure that all systems reflect the same information, utilizing a knowledge of internal systems, accounting principles and practices, and SABHRS, by: compiling reconciliation sheets, reviewing reports, comparing all account reports and; researching any differences, coding proper corrective documentation and/or proposing solutions to the CFO.
2. Monitors agency revenue account activity to ensure accurate collection of revenue. Reconciles all revenue sources monthly. Identifies and resolves deficiencies through coordination with staff. Makes necessary entries both in SABHRS and the internal accounting system to correct any deficiencies.
3. Prepares accurate and timely transactions and reports to ensure the proper treatment of accounting transactions and the accuracy of accounting data. This involves analyzing spreadsheets and other data, preparing financial analysis of SABHRS information, conducting reconciliations of multiple accounts across multiple systems, and summarizing and drawing conclusions including appropriate correcting journal entries based on the analysis of the fiscal data.
4. Ensures agency accounting standards, legislative intent, internal controls, and business policies (e.g., MOM, FYE and accrual instructions, vendor payments, collections, claims, inventory, SABHRS) are properly implemented and that business operations comply with applicable standards. This includes reviewing work of self and others prior to entering the data in any of the above named systems and resolving problems and/or errors to ensure quality; keeping up with changes affecting area business practices.

5. Reconciles the on-line transactions through Montana Interactive with daily deposits. Initiates documentation for proper recording of expenditures related to providing service; and to support transaction supplied that is associated with the receivable.
6. Serves as point of contact for the Office's accounts receivable. Ensures accurate, consistent and efficient accounting according to generally accepted accounting principles, and in compliance with state and federal policy and procedures. Coordinates and records all aspects of revenues received by the Office under the direction of the CFO.
7. Accurately identifies revenues received via electronic funds transfer (EFT) from various sources and input by the State Treasury.
8. Oversees the collection process by ensuring the receipt of returned checks from Treasurer's Office (NSF); issuing collection letter to payee, tracking collections; notifications, appropriate work unit to revoke filing or service if applicable, and making appropriate entries into SABHRS.
9. Monitors and recommends adjustments as necessary for internal controls to the CFO.
10. Responds to legislative audit requests for information.
11. Completes fiscal research for management and assists with fiscal projects as assigned by the CFO.
12. Submits correcting journal entries to correct system or cost allocation errors and to ensure the accuracy of information on accounting systems. This includes researching discrepancies, reviewing vouchers and spreadsheets, preparing correcting entries, compiling supporting documentation, and submitting information to the CFO.
13. Runs daily reports of reflected receivables in each internal accounting system. Performs verification and calculation of checks received and reconciles to daily internal accounting reports prior to preparation of deposit entry. Prepares daily deposit by 4:45 pm.
14. Coordinates the distribution of cardholder agreements, provides annual and on-going training to users of the PROCARD, responsible for reconciling the bank statements with receipts on a monthly basis, responsible for monthly payments and distributing costs to the correct accounting codes, audits process for accuracy and to ensure employees are following established guidelines.

B. Maintain Prepaid System

10%

1. Answers questions from customers about account balances. Establishes new customer accounts and closes old customer accounts. Resolves customers' under and overcharges to accounts. Prepares monthly reports for inactive accounts (accounts which are no longer being utilized) for the CFO. Deactivates the accounts in all systems, issues refunds where appropriate. Oversees that monthly statements are printed, and mailed in a timely manner. Makes adjustments as necessary.

C. **Seasonal – December through April of each year or as needed as backup**

10%

Cashiering. Receives and processes all documents with monies attached to the mail, specialized delivery services, walk in traffic and fax. Work is prioritized based on requirements of law and office procedures. All work is processed to meet statutory requirements for deposit of monies received.

- a. Assesses the document to be processed and appropriately assigns a bar code number or a number through use of a slip printer based on office procedures. Closely reviews all multiple documents to determine if they are additional work orders, copies, etc. Each work order requires a separate barcode or number. A document requesting one order for multiple companies requires assignment of a barcode for each company.
- b. Reviews document for appropriate information and accurately enters required information into appropriate screens of applicable database computer program. Checks figures, postings, and documents for correct entry, mathematical accuracy and proper codes. Bundles processed documents according to filing type for delivery to appropriate bureau for final processing. Completes daily deposit report and deliver reconciles summaries to accounting technician.
- c. Works closely with Office staff to resolve problems and adjust for resubmitted documents. (Re-submittals are documents rejected during the compliance process, monies need to be held until document is corrected by customer and resubmitted.

D. **Other Duties as Assigned**

05%

This position performs a variety of other duties as assigned by the CFO in support of the agency mission and work unit objectives. This includes back-up for other fiscal staff; exchanging information with agency staff and the public; participating in on-going training and educational programs; and performing a variety of other duties as directed.

2. Give specific examples of the types of problems solved, decisions made or procedures followed when performing the most frequent duties.

The actions and decisions of the individual directly affect the quality, compliance and efficiency of the Office's accounting systems. Effective application of state and Office policies and accounting standards ensures the technical/legal integrity and effective overall management of the office budget. This position is responsible for ensuring adherence to specific accounting procedures; effectively communicating with office staff, vendors, and others to resolve errors and discrepancies; providing accurate technical guidance and appropriate support regarding accounting procedures and requirements; and for promoting effective fiscal management throughout the Office.

3. What do you consider the most complicated part of the job?

The most complicated part of the job involves the accurate interpretation and implementation of federal and state accounting laws and policies; use of proper accounting codes; reconciling many different sources of revenue with different accounting systems, and developing recommendations for procedural and/or policy changes. The position must have understanding of the functionality of the five accounting systems (ICMS, UCC Accounting, Prepaid, ARM, and RMD) used in the office as well as SABHRS.

4. What guidelines, manuals or written established procedures are available to the incumbent?

Guidelines, manuals, and written procedures available to the incumbent include GAAP; MCA; policies and procedures in MOM, SABHRS documentation, ARM, and other state and federal fiscal and operational regulations; Office policy; state personnel and payroll policies and procedures; and state procurement policies and procedures. Accounting procedure guidelines and training manuals are developed and updated by incumbent, who works with programming staff and CFO to ensure proper accounting procedures are being followed.

5. Which of the duties and/or specific tasks listed under Section II (above) are considered “essential functions” that must be performed by this position (with or without accommodations)?

The following duties are considered essential functions because they require specialized expertise and skill and are the primary reasons the job exists:

Duty A: Accounting Management

Duty B: Prepaid Accounts

The following mental and physical demands are associated with the essential functions:

PHYSICAL

- Light lifting (less than 15 lbs.)
- Carry light items (papers, books, mail, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Operating a personal computer
- Communicate in writing, in person, and over the phone

MENTAL

- Organized
- Interact in a positive manner with the public and internal staff on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing, Synthesizing
- Coordinating
- Negotiating
- Instructing

6. Does this position supervise others? Yes No

Number directly supervised:

Complexity level of the positions supervised:

Position Number(s) of those supervised:

7. This position is responsible for:

- Hiring Firing Supervision Pay Level
- Performance Management Promotions Discipline

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

This position requires knowledge of the principles and practices of governmental accounting and budgeting, analysis practices, professional accounting principles according to GAAP, auditing standards, and financial reporting requirements; federal policies; Montana State Policy and Rule, MOM II, MCA, business practices and administration, and knowledge of purchasing and contract laws and policies. Special knowledge areas include understanding of SABHRS, familiarity with legal documents, forms and statute regarding Uniform Commercial Code and other business filings. Familiarity with invoices and proper billing procedures.

SKILLS:

This position requires skills in the operation of a personal computer, Excel, Word, SABHRS, all internal applications, Docu-Direct, interpreting laws and policies, mathematical analysis, problem solving techniques, verbal and written communication, and in accurately processing financial documents. Ability to: plan and organize work, train others, analyze accounting systems and procedures and identify areas needing improvement, write procedures, and organize, evaluate and draw conclusions from accounting and financial data.

Behaviors required to perform these duties?

- **Verbal Communication:** Keeps appropriate individuals informed. Listens to others respectfully, understands or seeks clarification, and responds appropriately demonstrating tact and diplomacy. Expresses thoughts and ideas clearly. Maintains a positive work atmosphere by behaving and communicating in a manner that promotes cooperation with customers, clients, co-workers and managers.
- **Written Communication:** Writes clearly, logically and effectively using proper style, tone, grammar, spelling and punctuation. Written work products are appropriate to the intended audience
- **Flexible at Work:** Responds positively to changes in direction, priorities, responsibilities, personnel or assignments. Works effectively in a variety of situations and with a variety of

individuals or groups. Maintains composure and displays restraint when faced with opposition, stress, or hostility from others.

- **Working with Others:** Relates to others in an open and accepting manner; is approachable. Offers and accepts opinions constructively. Adjusts to how individuals and the work unit will react. Treats others with respect. Constructively resolves disagreements. Is open to others' ideas and gives credit and recognition to others. Strives to create a positive work climate and energizes and inspires others to do their best.
- **Responsive to Work Needs:** Willing to perform different jobs, cross train, or assist wherever needed. Is aware of co-worker workload and responds accordingly.
- **Initiative:** Suggests improvements and new ideas, technologies and approaches to the workflow and Division needs. Willingly applies new and evolving ideas, methods, designs and technologies as changes arise in the office.
- **Efficiency and Focus:** Uses time effectively and prioritizes tasks. Is aware of workload and makes appropriate adjustments to meet deadlines and complete tasks. Handles interruptions or distractions and stays on task. Achieves goals.
- **Accuracy:** Ensures accuracy of work and makes corrections in a timely manner. Is conscientious and monitors own quality of work.
- **Attendance:** Arrives on time for work and demonstrates good attendance record.
- **Organizational Awareness:** Understands and follows the rules, policies and laws that govern work. Identifies key decision-makers; understands and respects the balance of authority. Acts in accordance with the State Ethics policy. Represents self and the office in a professional manner.

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable and related fields of study:

Accounting, Business, Public Administration, Office Technology

Required/Acceptable:

Related:

Other education, training, certification, or licensing required (specify):

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|-------------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 to 4 years |
| <input checked="" type="checkbox"/> 1 to 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience (optional): SABHRS experience preferred.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

- Yes No

Alternative qualifications include: Equivalent amount of education and experience

SECTION IV – Other Important Job Information

Work is performed in a normal office environment, and the position requires the ability to communicate effectively in person, in writing, and over the phone. Work hours vary in complying with numerous deadlines, customer requests, interruptions and wide fluctuations in work volumes, and deadlines require the employee to be able to work under pressure for long periods of time.

SECTION V – Signatures

My signature below (typed or hand written) indicates the statements in Section I to IV are accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Deputy:

Name: _____

Title: _____

Signature: _____

Date: _____

Department Designee:

Name: _____

Title: _____

Signature: _____

Date: _____



**STATE OF MONTANA
SECRETARY OF STATE'S OFFICE
JOB EVALUATION**

This section is to be completed by a trained classifier in or contracted by the agency or by the State Personnel Division.

Prepared By: _____ Date: _____

Position Status: Reclassified Vacant New Position Career Ladder

Choice of Class Series:

Position Summary:

Classification Factor Level:

The predominant work of this position consists of:

Factor level Comparison:

Benchmark Comparisons:

Classification Analyst:

Name: _____ Title: _____

Signature: _____ Date: _____

Agency Approval:

Name: _____ Title: _____

Signature: _____ Date: _____

Upon completion of this section the classifier should make certain that the Job Code Number, Job Code Title and Pay Band on the first page of this document accurately reflect the Choice of Class Series and classification factor level determined above. Attach Organizational Chart, Audit Notes or other pertinent information.

This completed document should now be filed in: I:\Classref\Agencyjp\agency#\filename).
File naming convention is: (position#)jp(date).doc (e.g. 000573jp0100.doc, where date is: month year).