



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

SECTION I - Identification

Working Title: Chief Fiscal Officer

Department: Secretary of State

Class Code Number: 113317

Division/ Bureau: Management Services

Class Code Title: Financial Manager

Section/ Unit: Fiscal

Pay Band: 7

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

Position Number: 32166034

Phone: 444-3334

FLSA Exempt

FLSA Non-Exempt

Profile Completed By:
Kristin Jacobson, Human Resource Officer

Work Phone: 444-5598

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 duties of the secretary of state include: interpreting state election laws and overseeing elections; maintaining the official records of the executive branch and the acts of the legislature; reviewing, maintaining, and distributing public-interest records of businesses and nonprofit organizations; filing, publishing, and maintaining administrative rules adopted by state departments, boards, and agencies; attesting to the governor's signature on executive orders, proclamations, resolutions, extradition papers, and appointments; preserving the state seal; filing and maintaining records of secured financial transactions, such as liens; serving on the state Board of Land Commissioners and the Board of Examiners; and commissioning notaries public. The Secretary of State's office is divided into five work units: Elections; Business Services; Management Services; Administrative Rules and Notary Services; and Records and Information Management.

The Fiscal Services Unit is responsible for all department accounting, financial reporting, accounts receivable and payable, contract management, cash 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:

This position serves as the Secretary of State's Chief Fiscal Officer. The position is responsible for developing and administering agency budget and accounting systems, establishing fiscal policies and procedures, implementing the Secretary of State's initiatives, providing expertise to the agency executive management team in all accounting, budgeting, auditing, and fiscal-related activities and operations, and advising the Secretary of State on all accounting and fiscal matters. This position reports to the Chief Deputy, and supervises 3 FTE in the Fiscal Unit.

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

A. Accounting and Fiscal Systems Management **60%**

This position is responsible for directing and overseeing all agency financial management, budgeting and accounting functions, for the purpose of achieving the Secretary of State's mission, goals and objectives.

1. Plans and manages agency fiscal activities and accounting systems to ensure agency accounting needs are met in compliance with state and federal regulations and professional practices. This includes establishing accounting systems and policies; reviewing and interpreting accounting and reporting guidelines; and developing reporting functions for the Secretary of State's Office.
2. Monitors agency fiscal activities to ensure proper financial management. This includes establishing policies for and monitoring activities including cash and fixed asset management, accounting, budgeting, and auditing. Develops and maintains budgetary and internal controls over agency revenues, expenditures and contracts. Ensures that data needed to produce accurate reporting is current and that reports are timely and available for executive decision-making purposes. Directs all agency accounting activities and use of state accounting systems.
3. Develops plans and conducts in-depth research and analysis into accounting concepts and practices to detail and implement procedures for all agency accounting and budgetary issues. This involves discussions with the agency executive team, the Secretary of State, other state agencies, the Legislative Auditors Office, and review of accounting publications and journals.
4. Analyzes current accounting, budgeting and reporting systems, methodologies and polices; and reviews changing agency needs, and reporting requirements to determine the need for development of new methods or practices. Monitors automated accounting systems and actively engages in development of new systems to ensure integrity of data and design of effective automated accounting practices.
5. Prepares special reports as requested to document agency financial activities and to ensure compliance with accounting regulations and reporting requirements. This involves interpreting and correlating fiscal data, evaluating federal and state regulations, analyzing data for validity and propriety, conducting advanced manipulation and configuration of data to ensure it is provided in formats that comply with accepted accounting practices and standards.
6. Manages SOS's federal grant responsibilities and reporting to ensure compliance with requirements as well as the terms and conditions of specific agreements. Establishes and

maintains communications with major grant authorities and other SOS units to ensure that appropriate financial subsystems, approaches and policies are in place to meet diverse funding requirements and coordinates SOS response to audits from other state and federal agencies. Works with Elections Deputy in developing and allocating work unit budget for HAVA revenues and expenditures and monitoring budget projections as well as performance indicators to ensure program efficiency.

7. Monitors the Office's financial status and accounting matters to ensure SOS business is conducted in a manner that is efficient and effective, complies with all relevant laws, rules and regulations, is fair both in fact and appearance, and ensures accountability and integrity for all public funds administered. Reviews and investigates large, unusual and high risk transactions and makes recommendations to the Secretary for policies, internal control systems and/or improved management practices that are needed to address any problem areas identified.
8. Participates in strategic planning with the Secretary of State and members of the SOS Cabinet to develop SOS's mission and long- and short-term goals and objectives. Develops work plans for the Fiscal Unit that are intended to achieve these objectives.
9. Provides information, assistance and advice to Cabinet members and their staffs on a wide range of fiscal-related topics including the state's biennial budget process, state contracting requirements, purchasing and records retention policies, auditor recommendations and communications, and the status of SOS budgets and appropriations.

B. Budget Development and Fund Monitor

20%

Manages and reports on the SOS budget and responsible for development of the agency biennial budget through coordination with the Secretary of State and Chief Deputy. This position also serves as an expert and advisor on public sector budgeting and finance.

1. Develops financial policies and processes associated with administering the office's federal funds, including those related to federal funds passed through to counties. Ensures the office's ability to use federal funds to the best possible advantage, and facilitates consistent and adequate communication to subgrantees, meeting all related compliance requirements.
2. Monitors and manages SOS income and expenses by compiling and reviewing monthly/annual accounting reports, projecting future revenues and expenditures, and controlling costs.
3. Interprets and implements federal and state laws, rules and regulations that affect SOS's funding and operations. Develops systems and recommends policies, legislation and administrative rules to implement legislative changes, to implement federal programs and requirements to existing state financial systems, processes and procedures, and to establish uniform SOS financial systems, accounting and reporting procedures.
4. Represents the Secretary at legislative sessions, recommending and drafting legislation, developing and presenting testimony before legislative committees, and presenting and defending the SOS budget before appropriations committees. Also represents the Secretary at Interim Legislative Committee meetings, at meetings with the Governor's Budget Office and with peers in other state agencies to provide and gather information on matters involving SOS finances.

5. Provides information, assistance and advice to SOS Cabinet members and their staffs on a wide range of fiscal-related and budgeting topics including the state's biennial budget process, state contracting requirements, purchasing and records retention policies, federal and state auditor recommendations and communications, public sector finances, and the status of SOS budgets, appropriations and enterprise cash investment and fund balances.

C. Supervision of Fiscal Unit

10%

Provides line supervision of 3 FTE's. This involves recruitment and selection, assigning and reviewing work, training, establishing performance standards and evaluating performance, handling corrective action, and recommending termination if necessary. This work requires knowledge of supervisory principles and practices, SOS and State Personnel policies, procedures, and precedents, organizational theory, employment law, and program requirements.

1. Establishes and revises overall work plans, priorities, and procedures of the work unit, and monitors progress through meetings and consultations. Conducts meetings with subordinate and promotes information exchange for support and advancement of work unit goals and objectives.
2. Conducts recruitment and selection activities for the work unit. This involves developing selection criteria and interview questions, participating in interviews, reference and background checks, and making hiring recommendations to the Deputy/ Manager.
3. Establishes objective, measurable and observable performance standards for subordinate position. Monitors and manages the performance of subordinate position and completes performance appraisals. Implements and monitors corrective action including discipline and termination. Ensures subordinate complies with State and departmental personnel rules, regulations, and policies.
4. Prepares, presents or coordinates training for subordinate by assessing staff input and program requirements, professional development needs and budget limitations, arranging training to meet these needs, and ensuring the efficient implementation of training programs. Assesses the effectiveness of training activities, and modifies programs as appropriate.
5. Identifies customer expectations for services provided by the work unit, and ensures customer needs and expectations are addressed in work plans and performance appraisals. Monitors the achievement of work unit objectives and requirements and provides appropriate feedback, direction or corrective action to subordinate to ensure objectives are met.

D. Other duties

10%

This position performs a variety of other duties in support of SOS operations, work units and programs. This includes managing special projects, representing the agency at various meetings and conferences, participating in ongoing training and educational programs, and performing a variety of other duties as directed by the Chief Deputy or Secretary of State.

1. Which of the duties and/or specific tasks listed above are considered “essential functions” that must be performed by the incumbent in this position (with or without reasonable 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 and Fiscal Systems Management
- Duty B: Budget Development and Fund Monitoring
- Duty C: Fiscal Unit Management

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

Physical:

- Light lifting (less than 10 lbs.)
- Carrying light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking, standing, and bending
- Traveling within the state to project locations, and traveling out-of-state by airline to national conferences and meetings
- Operating a personal computer
- Communicating in writing, in person, and over the phone

Mental:

- Dealing with the public on a regular basis
- Ability to multi-task
- Meeting 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

2. Does this position supervise others? **Yes** **No**

Number directly supervised: 3

Complexity level of the positions supervised: 3,3,5

Position Number(s) of those supervised: 66010, 66055, 66028

3. This position is responsible for:

- | | | | |
|--|--|---|------------------------------------|
| <input checked="" type="checkbox"/> Hiring | <input checked="" type="checkbox"/> Firing | <input checked="" type="checkbox"/> Supervision | <input type="checkbox"/> Pay Level |
| <input checked="" type="checkbox"/> Performance Management | <input type="checkbox"/> Promotions | <input checked="" type="checkbox"/> Discipline | |
| <input type="checkbox"/> Other: | | | |

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

Critical knowledge and skills required for this position:

This position requires extensive knowledge of the concepts, theories, principles and practices of accounting and fiscal management. This includes extensive knowledge of government finance, (MCA Title 17 – State Finance, federal Office of Management and Budget Circulars A-87, A-110, and A-133), Generally Accepted Accounting Principles, Governmental Accounting and Financial Reporting Standards, SABHRS, the Budget Office Biennial Budget Process, the legislative appropriations process, internal accounting systems and processes, state and federal rules and regulations, and department and federal program accounting needs. The position requires current CPA certification or equivalent experience.

Also required is thorough knowledge of governmental audit requirements and of generally accepted auditing standards; budget development and administration; contract administration; program management; personnel management practices and techniques; and government purchasing and procurement guidelines. This position also requires strong management and supervisory skills, thorough knowledge of the Montana political and legislative processes including strong negotiation, presentation and lobbying skills.

SKILLS:

This position requires skills in the operation of a personal computer and business software applications (word processing, spreadsheets, databases, etc.), the operation of general office equipment; project planning and administration; speaking persuasively; negotiating; conciliating; discerning others' underlying concerns; diffusing volatile situations; and designing and implementing government programs and policies. The work requires critical thinking skills; use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems; and skill in how a program or system should work and how changes in conditions, operations and the overall environment will affect outcomes.

This positions requires strong leadership ability; the ability to establish and maintain effective working relationships and credibility; to coordinate people and resources; to communicate effectively verbally and in writing; to research, gather and analyze facts and circumstances and draw sound conclusions; to develop and interpret policy; to use discretion and judgment in handling sensitive information; to plan, organize and gather information; and to take a reasonable, common-sense approach to solving problems.

Behaviors required to perform these duties:

Verbal communication:

- Keeps appropriate individuals informed
- Listens to others respectfully
- Understands or seeks clarification
- Responds appropriately demonstrating tact and diplomacy
- Expresses thoughts and ideas clearly

Written communication:

- Writes clearly, logically, and effectively using proper style, tone, grammar, spelling, and punctuation.

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.

Working with Others:

- Relates to others in an open and accepting manner; is approachable
- Offers and accepts opinions constructively
- Adjusts to how individuals and work unit will react
- Treats others with respect
- Constructively resolves disagreements
- Is open to others' ideas and gives credit and recognition to others

Responsive to Work Needs:

- Willing to perform different jobs, cross-train, or assist wherever needed
- Is aware of co-worker workload and responds accordingly.

Takes Action:

- Takes effective and appropriate action to perform job duties without being reminded
- Willingly accepts more responsibility or more work

Forward Looking:

- Suggests improvements and new ideas, technologies, and approaches
- Willingly applies new and evolving ideas, methods, designs, and technologies to work

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 an ethical manner

Sets Direction:

- Effectively sets the direction for the work unit.
- Understands, promotes, and contributes to the mission of the agency.
- Provides staff with clear expectations and validates their performance.
- Encourages subordinates and directs work group toward common goal.

Working with Employees:

- Trains and coaches others, rectifies job-related problems, promotes team cooperation, and improves effectiveness.
- Creates a positive work climate and energizes and inspires others to do their best.
- Models expected behaviors and leads by example.
- Acts as a resource to others by sharing ideas and best practices.
- Mentors others to help them grow professionally.
- Gains respect, and inspires others.
- Maintains confidences.

Education:

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

- No education required
- High school diploma or equivalent
- 1 year job-related college or vocational training
- 2 year job-related college or vocational training
- College degree (Bachelor's)
- Post-graduate degree or equivalent (e.g. Master's, JD)

List the acceptable fields of study or necessary knowledge and skills: This position requires a Bachelor's Degree in Accounting.

List any other training, certification, or licensing required: CPA or equivalent experience is required.

Experience:

Check the box that indicates the minimum amount of job-related work experience needed as a new employee on the first day of work.

- Limited (0 to 1 years of job-related work experience)
- 1 to 2 years of job-related work experience
- 3 to 4 years of job-related work experience
- 5 or more years of job-related work experience

Other specific experience needed for this job: strong managerial experience

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

Yes No

Alternative qualifications include:

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: _____