



STATE OF MONTANA JOB PROFILE AND EVALUATION

The job profile is a streamlined position description and may serve as the core document for all human resource functions such as recruitment, selection, performance management and career and succession planning. It was developed, initially, for use in classifying positions in Pay Plan 020.

If you are converting a position to Pay Plan 020 and the position has not changed simply cut and paste the information needed from the current position description. The position description contains sections that are no longer used to classify the position, such as: Working Conditions and Physical Demands; Management and Supervision of Others; Supervision Received; Scope and Effect; and Personal Contacts. These may still be important to the position and may be included in **Section IV – Other Important Job Information**.

When working with a new position, classification request or change to a position in Pay Plan 020, complete the information below to provide the required documentation for classification.

SECTION I – Identification

Working Title Accounting Tech	Job Code Number 433314	Job Code Title Accounting Tech
Band 4	Position Number 66034	<input type="checkbox"/> FLSA Exempt <input checked="" type="checkbox"/> FLSA Non-Exempt
Department Secretary of State's Office		Division and Bureau Executive Services
Section and Unit Fiscal Unit		Work Address and Phone 1301 E 6th Ave Helena 444-2035
Profile Produced By Christi Jacobsen		Work Phone 406/444-4284

Work Unit Mission Statement or Functional Description - This section should include a complete statement of the mission or function as it relates to the work unit.

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 Secretary of State's Office uses a variety of internal and statewide computer systems to record deposits into the state treasury, and record and reconcile account receivables. The position ensures the input and coordination of information with internal accounting systems. Duties include accounting tech duties associated with the daily operations of the office, including processing of deposits, running revenue reports, booking and reconciling revenue and maintaining the prepaid system.

SECTION II - Major Duties or Responsibilities	% of Time
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This section should be a clear concise statement of the position's duties. Well-written thorough task duty statements are required here to accurately evaluate the position.

1. What are the major duties or responsibilities assigned to this position? Group duties in order of importance and estimate the percent of time needed to perform each duty. **NOTE:** Because you are identifying **major** duties usually 3-5, the quantity of time probably will not be less than **20%**. If a duty is essential but not performed routinely you should list it.

A. Accounts Receivables /Revenue Reconciliation

50%

1. Performs daily technical accounting duties and 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. Manages all aspects of revenues received by the Office.
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.
3. Reconcile accounts and prepare 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 this fiscal data.
4. Ensure agency accounting standards, legislative intent, internal controls, and business policies (e.g., MOM's, 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 in progress to resolve problems and ensure quality; keeping up with changes affecting area business practices.
5. Daily Deposit. Runs reports, collects reconciled summaries and monies, processes checks, and prepares deposit into the State Treasury after accounting technicians have balanced for the day. Coordinates daily revenue deposits to verify accurate calculations and coding, ensure timely deposits, and provide required reporting on state's accounting system.
6. Accurately identifies revenues received via electronic funds transfer (EFT) from various sources and input by the State Treasury.
7. Processes interagency transfers received from other state agencies and apply the correct revenue code accordingly, enter into SABHRS.
8. Collections. Performs technical work in the receipt and collection of all checks

returned to the Office that are not honored by financial institutions by utilizing knowledge of collection activities, internal policies and procedures and communication techniques.

- a. Receives returned checks from Treasurer's Office; issues collection letter to payee, tracks collections; notifies, after 10 days, appropriate work unit to revoke filing or service if applicable. When revoked Tech is notified and final revoke letter is mailed to payee.
 - b. Coordinates with appropriate accounting staff to ensure accounting entries are made to adjust Revenue or appropriate control account; and sends notice to customer.
9. Reconciles the on-line transactions through Montana Interactive. Initiates documentation for proper recording of expenditures related to providing service; and to support transaction supplied that is associated with the receivable.

B. Maintain Prepaid System

1. Maintains Prepaid System. Coordinates with accounting technicians to maintain integrity of Prepaid System, the internal accounting system (Fox-pro data base) that tracks monies deposited to customer accounts and charges to those accounts for services.
2. Answers questions from customers about account balances.
3. Establishes new customer accounts and closes old customer accounts.
4. Resolves problems for customers such as under and overcharges to accounts.
5. Oversees that monthly statements are printed, mailed in a timely manner, and statement copies are filed.
6. Makes adjustments as necessary.
7. Reconciles the Prepaid Accounting System with SABHRS. Works with to resolve any balancing discrepancies between Prepaid and SABHRS.
8. Enters deposited monies into prepaid system and generates fee sheet for entry to SABHRS.
9. Runs monthly reports to inactive accounts that are no longer being used.

25%

C. Purchasing Officer

1. Monitors and coordinates purchasing activities under the Office's delegated purchasing agreement. Advises staff on purchasing guidelines, office procedures, approval on purchases above office limits, and state, federal, and office compliance requirements.
2. Recommends and maintains purchasing inventory procedures to reflect changing

15%

state and federal requirements. Serves as the liaison with State Purchasing Bureau, Department of Administration, for purchasing issues, training, and exchange of information. Attends purchasing user group meetings and reports back to manager on changes and key information points. Recommends policy changes as needed.

3. Provides training on the Office's delegated purchasing agreement and online purchasing process to office staff, at least twice a year.

D. Other Duties as assigned. This position performs a variety of other duties as assigned by the supervisor in support of the agency mission and work unit objectives. This includes back-up for mail clerk, other accounting technicians, accountant, and for payroll technician; exchanging information with agency staff and the public; participating in ongoing training and educational programs; and performing a variety of other duties as directed.

10%

3. 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 cashiering procedures and requirements; and for promoting effective fiscal management throughout the Office.

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

The most complicated part of the job involves the accurate interpretation of federal and state accounting laws and policies; use of proper accounting codes; solving system problems, and developing recommendations for procedural and 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. The systems are complex and require information be entered in sequential order, the systems are constantly being upgraded and changed, staff need to be alert to error messages and work with programmers to interpret and solve such messages. Each transaction type has its own procedures. Deviations include resubmittals, no payment, prepaids, duplicates etc.

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

Available guidelines, manuals, and written procedures available to the incumbent include GAAP; MCA; policies and procedures in MOM, SABHRS, and other state and federal fiscal and operational regulations; Office policy; state personnel and payroll polices and procedures; and state procurement policies and procedures.

Cashiering guidelines and training manuals are developed and updated by incumbent, who works with programming staff and accountant to ensure proper accounting procedures are being followed, a section in Title 44 of the Administrative Rules pertains to the UCC. Also revised Article 9. Also due to fraudulent liens the Attorney General has given the office authority to reject liens based on MCA 30-9A-420.

6. Which of the duties and/or specific tasks listed under 1. (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: Accounts Receivables – lead cashier duties, daily deposit, cashiering, and collections

Duty B: Accounting Services as described above

Duty C: Accounts Payables

Duty D: Other Duties, specifically back-up responsibilities noted.

The following mental and physical demands are associated with these 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

- Deal with the public 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

7. If this position supervises other positions, complete the following information.

The number of employees supervised is 0.

List the complexity level of the subordinates .

Is this position responsible for:

- Hiring Firing Performance Management Promotions
 Supervision Discipline Pay Level Other:

8. Please attach an Organizational Chart (optional).

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

Please list the main knowledge and skill areas required for the job:

KNOWLEDGE:

This position requires knowledge of the principles and practices of governmental accounting and budgeting; analysis practices; professional accounting principles according to GAAP; Governmental Accounting, Auditing, and Financial Reporting requirements; federal policies; Montana State Policy and Rule; MOM II; 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, office software and specialized financial management systems; 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; to train others; to analyze accounting systems and procedures and identify areas needing improvement; to write procedures; and to organize, evaluate and draw conclusions from accounting and financial data.

What behaviors are required to perform the 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.
- **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 the 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 cashiering work. 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 and experience: Please check the one box that indicates the **minimum** educational requirements for this job, as it relates to a new employee on the **first day** of work (not the educational background of the person now in the position):

- | | |
|--|---|
| <input type="checkbox"/> No education required | <input checked="" type="checkbox"/> 2 year job-related college or vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> College degree (Bachelor's) |
| <input type="checkbox"/> 1 year job-related college or vocational training | <input type="checkbox"/> Post-graduate degree or equivalent (e.g. Master's, JD) |

There may be a variety of fields of study that are acceptable. A Human Resource Specialist may have a Bachelor's in Human Resources, Business Administration, Public Administration or another related field. Please specify the acceptable fields of study:

Accounting, Business, Public Administration, Office Technology

Other education, training (software), certification (CPA), or licensing (pilot, psychologist) required (please specify): none

Please check the one box that indicates the minimum amount of job-related work experience needed as a new employee on the first day of work (not the experience of the person now in the position):

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

Specific experience (optional):

SABHRS experience preferred

This agency will accept alternative methods of obtaining necessary qualifications.

For recruiting purposes please list examples of acceptable alternative methods of obtaining those qualifications. **These examples should appear on a vacancy announcement.**

Equivalent amount of education and experience

SECTION IV – Other Important Job Information

List any other important information associated with this position, such as working conditions, supervision provided or received, scope and effect and personal contact.

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 Sections I - IV are accurate and complete.

Employee:

Signature	Title	Date
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Immediate Supervisor:

Signature	Title	Date
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Administrative Review:

Signature	Title	Date
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