



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 433313	Job Code Title Accounting Technician
Pay Band 3	Position Number 66055	<input type="checkbox"/> FLSA Exempt <input checked="" type="checkbox"/> FLSA Non-Exempt
Department Secretary of State		Division and Bureau Administrative Rules and Management Services Division
Section and Unit Fiscal Services		Work Address and Phone 1301 E. Sixth Ave, PO Box 202801 444-2035
Profile Produced By Jean Branscum		Work Phone 444-5596

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 four divisions: Administrative Rules and Management Services, Business Services, Elections and Government Services, and Records and Information Management. The Fiscal Services Unit is included in the Administrative Rules and Management 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, cashiering, mail processing, and human resources. The Administrative Rules Services provided include technical guidance to state agencies, research, and the filing, indexing, organizing for publication, and distribution of the Administrative Rules adopted by state agencies in the Administrative Rules of Montana and the Montana Administrative Register.

The Fiscal Services Unit is responsible for all department accounting, bookkeeping, fund deposits, contract management, purchasing, budget entry and related assistance; for serving as the accounting and audit coordination liaison with other state departments and various federal agencies; and participates in interdepartmental service coordination. Other responsibilities include defining department accounting and purchasing policy, updating department accounting and fiscal rules, policies, and procedures.

The cashiering function includes the timely and accurate processing of submitted accounting/receipts, and supporting the maintenance of the office prepaid system files and other financial files. The function provides customer service in terms of reviewing system financial information to answer payment questions.

Describe the Job's Overall Purpose:

The Secretary of State's office uses a variety of internal and statewide systems to record deposits into the state treasury, generate payments, track accounts receivables and payables, and to record activities in proper funds and account for expenditure activities. This position is responsible for the timely and accurate processing of accounts receivables and accounts payables; for the accurate preparation and input of recordings of deposits and revenue into the appropriate accounting system, including the interim cash management, UCC and prepaid accounting systems; and for filing of financial documents.

SECTION II - Major Duties or Responsibilities

% of Time

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. For example, lobbying during the legislative session may not take up a large percent of total work time, but can be an essential duty.

A. Accounts Receivable Processing

1. **Performs cashiering duties.** Receives and processes a variety of documents and/or monies from 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.

Assesses the document to be processed and appropriately assigns a scanable 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 scanable barcode or number. A document requesting one order for multiple companies requires assignment of a barcode for each company.

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.

2. **Completes daily deposit report.** Accumulates checks and cash and operates 10-key calculator to balance totals to system at least once each day.

65%

Prints transaction summary report and performs accuracy check of report with 10-key calculator to locate errors. Takes appropriate steps if error found to determine source of error, such as incorrect data entry, missed checks, missed payment types, etc. Delivers balanced and reconciled summaries and monies to Lead Cashier for deposit into the State Treasury.

B. Accounting Services

20%

1. Files financial documents. Assists with the timely and appropriate filing of financial documents.
2. Provides customer service by answering financial questions. Accesses computerized financial information to answer general questions as well as those related to specific accounts from the general public and SOS staff.
3. Assists lead cashier in maintaining Prepaid System. Prepaid System is the internal accounting system (Fox-pro data base) that tracks monies deposited to individual customers accounts and charges to those accounts for SOS services.
 - i. Answers questions from customers about account balances.
 - ii. Establishes customer accounts.
 - iii. Resolves problems for customers such as under and overcharges to accounts.
 - iv. Ensures that monthly statements are printed, mailed in a timely manner, and statement copies are filed.
 - v. Makes adjustments as necessary.
 - vi. Assists in reconciling the prepaid accounting system and SABHRS. Works with accountant to resolve any balancing discrepancies between Prepaid and SABHRS system.
- b. Enters deposited monies into prepaid system and generates fee sheet for entry to SABHRS.

C. Accounts Payable Analysis and Reconciliation:

10%

1. Processes vendor invoices, travel expense vouchers, contractor invoices and other agency invoices to ensure accurate, timely and efficient payments, according to generally accepted accounting principles, and in compliance with state and federal policy and procedures. This involves verifying goods and services received, authorizations, calculations, itemizations, and ensuring accuracy of coding; reviewing transmittal records to prevent duplicate payments; and identifying and reconciling errors, discrepancies, and other problems through accounting procedures and consultation with office staff, vendors and other involved parties. Reviews all purchases for compliance with office/state purchasing policies.
2. Checks SABHRS system to ensure Vendor information is current for the payments to be generated. Initiates update process as needed.

3. Enters voucher information into SABHRS. Prints completed work and gives with the original documents any backup and approval sheets to Accountant to approve on system so warrant will be generated.

4. Mails out warrants with appropriate documents to vendors.

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 providing back-up to mail clerk and other accounting technicians; exchanging information with agency staff and the public; participating in ongoing training and educational programs; and performing a variety of other duties as directed.

5%

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

Needs to be able to differentiate between the various types of documents and to properly enter the appropriate information in the right place, in the correct order and on the correct computer screen. Each transaction type has its own procedures. Examples of different types of transactions include resubmittals, no payment, prepaids, and duplicates.

3. 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.

4. 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 policies and procedures; and state procurement policies and procedures.

5. 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 Processing

Duty B: Accounting Services

Duty C: Accounts Payable Processing

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

PHYSICAL

- Light lifting (less than 15 lbs.)
- Carry light items (papers, books, 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

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

The number of employees supervised is 0.

List the complexity level of the subordinates .

Please list the Position Number for those supervised .

Is this position responsible for:

Hiring Firing Performance Management Promotions

Supervision Discipline Pay Level Other:

7. 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:

Familiarity with the proper accounting processes and procedures and the cash management system; computer skills; ability to accurately enter numeric and alpha information into a complicated data base; 10 key skills and ability to make mathematical computations.

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.

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:

Coursework in accounting and computers would be helpful.

Other education, training (software), certification (CPA), or licensing (pilot, psychologist) required (please specify):

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 type="checkbox"/> 3 to 4 years job-related work experience |
| <input checked="" 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):

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.**

Post secondary education in accounting or a related field may be substituted for some required 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.

The majority of the work is in a normal office setting but incumbent must be able to lift 30 pounds and be able and willing to carry heavy boxes outside and up the hill to the capitol building in cold weather.

SECTION V – Signatures

My signature below (typed or hand written) indicates the statements in Section I to 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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