MISSOURI DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY ANNOUNCEMENT

Date Posted: 11/27/2018
Application Deadline: 12/11/2018
Job Post ID: 11202
Job Title: Financial Services Technician / Senior Financial Services Technician
Min Monthly Salary: $2,430.00 / $2,744.00
Number Positions: 1
Location: 105 W. Capitol Avenue, Jefferson City, MO
District/Division: Central Office / Financial Services Division
Human Resources Contact Number: 573-751-8478

Notice: Deadline to apply for this position is December 11, 2018, at 11:55 p.m. Interviews will be held on December 20, 2018.

Remote work location and/or teleworking will be considered for this position.

General Summary:
--- Financial Services Technician ---
The financial services technician provides routine administrative and paraprofessional support in financial services functions such as processing accounts receivable, accounts payable, benefits administration, payroll, consumable inventories, capital/fixed assets, internal billings, and time (payroll) and equipment reporting, including resolving routine issues and questions with a moderate degree of independence. Complex questions and nonstandard issues are referred to the appropriate personnel. Responsibilities are performed under moderate supervision.

--- Senior Financial Services Technician ---
The senior financial services technician provides advanced administrative and paraprofessional support in financial services functions, including processing accounts receivable, accounts payable, benefits administration, payroll, consumable inventories, capital/fixed assets, internal billings, and time (payroll) and equipment reporting, including resolving standard issues and minor non-standard issues with a high degree of independence. Complex nonstandard issues or special problems are referred to the appropriate personnel. Responsibilities are performed under general supervision.

Minimum/Required Qualifications:
--- Financial Services Technician ---
High School Diploma or GED/HiSET
Two years of advanced (beyond entry-level) clerical experience.

--- Senior Financial Services Technician ---
High School Diploma or GED/HiSET
Two years of technical financial services experience in accounting, business, or benefits positions.

Supervisory Responsibilities:
--- Financial Services Technician ---

None

--- Senior Financial Services Technician ---

None

**Special Working Conditions/Job Characteristics:**
--- Financial Services Technician ---
Job may require occasional, statewide, overnight travel.
--- Senior Financial Services Technician ---
Job may require occasional, statewide, overnight travel.

**Examples of Work:**

--- Financial Services Technician ---
- Collects and sorts financial related documents and supporting information; verifies correct accounting transaction and/or vendor information.
- Reviews and processes documents such as expense vouchers, invoices, purchase orders and similar documents for correct entry, mathematical accuracy, and proper codes.
- Debits, credits, and totals accounts on computer spreadsheets and databases, using specialized accounting software.
- Classifies, records, and summarizes numerical and financial data in order to compile and keep financial records.
- Calculates, prepares, and issues bills, invoices, account statements, and other financial statements according to established procedures.
- Compiles basic statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, and accounts payable and receivable.
- Conducts physical inventories of consumable and capital/fixed assets.
- Processes payroll transactions and payroll adjustments.
- Performs other responsibilities as required or assigned.

--- Senior Financial Services Technician ---
- Performs independent advanced specialized accounting tasks, including accounts receivable, accounts payable, and payroll functions.
- Reviews and processes complex invoices and other documents for payment by verifying transaction information, scheduling and preparing disbursements, and obtaining authorization for payment.
- Secures financial information and maintains financial historical records by creating and/or maintaining electronic files and/or filing accounting documents.
- Reviews and reconciles various financial transactions; examines invoices, expense vouchers and other source documents to verify obligations and post appropriate records.
- Compiles statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, and accounts payable and receivable.
- Processes payroll transactions and payroll adjustments.
- Provides routine technical support for processes in the Financial Management System, Advantage HR, and/or the data mart.
- Monitors records for consumable inventories and capital/fixed assets.
- Conducts physical inventories of consumable and capital/fixed assets, and processes necessary documentation.
- Performs other responsibilities as required or assigned.

In order to be considered for this vacancy please go to the Missouri Department of Transportation Employment Application System (EAS) and submit an on-line application. Applications, and if applicable transcripts, must be received by no later than 11:55 pm of the closing date listed on the advertised vacancy.

Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V