

# Missouri Department of Transportation

Code: R01027

Title: Financial Services Technician

Exemption Status: Non-Exempt

Grade: 6

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## Job Description

**Effective Date** 01-01-2014

**Replaces  
(Effective Date)** 03-01-2008

**General Summary** 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.

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

**Supervisory  
Responsibilities** None

**Location** Central and District Offices - Controller's Division; Multimodal Operations; Risk and Benefits Management; Motor Carrier Services

**Special Working  
Conditions/Job  
Characteristics** Job may require occasional, statewide, overnight travel.

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## Examples of Work

- (1) Collects and sorts financial related documents and supporting information; verifies correct accounting transaction and/or vendor information.
- (2) Reviews and processes documents such as expense vouchers, invoices, purchase orders and similar documents for correct entry, mathematical accuracy, and proper codes.
- (3) Debits, credits, and totals accounts on computer spreadsheets and databases, using specialized accounting software.
- (4) Classifies, records, and summarizes numerical and financial data in order to compile and keep financial records.
- (5) Calculates, prepares, and issues bills, invoices, account statements, and other financial statements according to established procedures.
- (6) Compiles basic statistical, financial, accounting or auditing reports and tables pertaining to such matters as

cash receipts, expenditures, and accounts payable and receivable.

- (7) Conducts physical inventories of consumable and capital/fixed assets.
- (8) Processes payroll transactions and payroll adjustments.
- (9) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**