

Missouri Department of Transportation

Code: R04632

Title: Financial Services Specialist

Exemption Status: Non-Exempt

Grade: 11

Job Description

Effective Date 03-01-2016

Replaces (Effective Date) 04-01-2006

General Summary The financial services specialist performs routine entry-level financial accounting, reporting, and support services activities. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications Bachelor's Degree: Accounting, Finance, Business Administration, or related field

Supervisory Responsibilities None

Location Central and District Offices - Financial Services Division, Multimodal Operations, Highway Safety, Motor Carrier Services

Special Working Conditions/Job Characteristics Job requires occasional, statewide, overnight travel.

Examples of Work

- (1) Reviews documents, forms, and reports to determine if payroll coding, transactions, and adjustments are correct; verifies accuracy of timesheet coding; makes payroll corrections; prepares reimbursements; may process forms necessary to enroll, maintain and update employee benefits.
- (2) Performs various accounting functions, including reconciliations; monitoring delinquent accounts; depositing daily receipts; processing invoices and initiating vendor payments; assisting with the calculation of various overhead rates; and monitoring records for consumable inventories and capital/fixed assets.
- (3) Maintains accounting records and prepares financial statements in accordance with generally accepted accounting principles and Governmental Accounting Standards Board statements for the department, medical and life insurance plan, and self-insurance plan.
- (4) Coordinates and conducts capital/fixed asset physical inventory and coordinates statewide physical inventory of capital/fixed assets and consumable inventory.
- (5) Creates documents for federally funded projects; monitors categories of cost for federal reimbursement; prepares Federal Highway Administration billing and final vouchers; submits documentation and maintains records for letters of credit.
- (6) Compiles information for various financial reports.

- (7) Monitors daily cash balance for various funds.
- (8) Supports the operating budget.
- (9) Assists with research and report preparation for special requests of financial and statistical information.
- (10) Analyzes proposed state/federal legislation for possible fiscal impact on the department and prepares fiscal notes.
- (11) 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.