

Missouri Department of Transportation

Code: R04121

Title: Financial Services Coordinator

Exemption Status: Exempt

Grade: 17

Job Description

Effective Date 03-01-2016

**Replaces
(Effective Date)** 09-01-2008

General Summary The financial services coordinator performs advanced and complex responsibilities in one or more of the following areas: developing and monitoring the department's financial forecasts, administering the department's bonding program, developing the department's budget, administering the partnership development program, and/or administering the federal aid program. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Accounting, Finance, Business Administration, Economics, or related field.
Six years of experience in a financial related position.

**Supervisory
Responsibilities** Lead Worker Only

Location Central Office - Financial Services Division

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

Examples of Work

- (1) Develops and administers the department's budget, including budget preparation, training, maintenance, and reporting to ensure financial accountability; provides technical expertise on budget policies and assists with implementation.
- (2) Ensures compliance with legislative appropriation procedures and serves as liaison for legislative hearings, conferences, and other meetings.
- (3) Administers the department's federal aid program to ensure federal funds are utilized efficiently and effectively, and communicates federal and department policies with local public agencies; provides technical expertise on federal guidelines and coordinates federal approvals and comments on department projects to ensure compliance with federal provisions.
- (4) Develops and monitors the department's financial forecast and cash flow.
- (5) Administers the Commission's debt portfolio, including the sale and repayment of state road bonds.
- (6) Analyzes the fiscal impacts of state and federal legislation, rules, and regulations and interprets for

department personnel; assesses potential fiscal impact proposed legislation may have on the department's fiscal revenue and provides fiscal note comments as necessary.

- (7) Administers the department's partnership development program, including developing policies and procedures, marketing available programs, and educating department personnel and partners.
- (8) Investigates and analyzes unusual or complex financial issues and problems; develops recommendations for solutions to problems and reports them to the appropriate supervisor or division director.
- (9) Conducts research, prepares reports, and communicates financial related information to internal and external customers.
- (10) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (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.