

Missouri Department of Transportation Job Description

Job Title: Senior Financial Services Technician

Title Code: R01028

Salary Grade: 4

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices – Employee Health and Wellness, Financial Services

Effective Date: 11-01-2023

Replaces (Effective Date): 10-01-2022

General Summary

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, property damage claims, 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

High School Diploma or GED/HiSET.

Two years of technical financial services experience in accounting, business, or benefits positions.

Special Working Conditions/Job Characteristics

Job may require occasional, statewide, overnight travel.

Examples of Work

1. Performs independent advanced specialized accounting tasks, including accounts receivable, accounts payable, and payroll functions.
2. Reviews and processes complex invoices and other documents for payment by verifying transaction information, scheduling and preparing disbursements, and obtaining authorization for payment.
3. Secures financial information and maintains financial historical records by creating and/or maintaining electronic files and/or filing accounting documents.

4. Reviews and reconciles various financial transactions; examines invoices, expense vouchers and other source documents to verify obligations and post appropriate records.
5. Compiles statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, and accounts payable and receivable.
6. Processes payroll transactions and payroll adjustments.
7. Provides routine technical support for processes in the Financial Management System, Advantage HR, and/or the data mart.
8. Monitors records for consumable inventories and capital/fixed assets.
9. Conducts physical inventories of consumable and capital/fixed assets, and processes necessary documentation.
10. Receives, investigates, processes, and maintains files for property damage claims.
11. Maintains property damage databases and records; generates reports.
12. 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.