Missouri Department of Transportation Job Description

Job Title: Financial Services Administrator

Title Code: R04050

Salary Grade: 12

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Financial Services

Effective Date: 10-16-2025

Replaces (Effective Date): 12-16-2024

General Summary

The financial services administrator is responsible for the completion of complex special projects involving a high degree of financial management or systems expertise including administration of multiple data marts. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Accounting, Finance, Business Administration, or related field, **AND** eight years of experience in positions demonstrating a knowledge and application of financial laws and regulations, general accounting principles, financing agreements, or systems architecture including data mart administration, and Sarbanes-Oxley compliance procedures, **OR**

- Twelve years of experience in positions demonstrating a knowledge and application of financial laws and regulations, general accounting principles, financing agreements, or systems architecture including data mart administration, and Sarbanes-Oxley compliance procedures

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Analyzes, researches, develops, and creates multiple financial statements as prescribed by the Government Accounting Standards Board (GASB).

2. Researches, plans, and executes changes in accounting methods and procedures as newly promulgated rules are implemented.

3. Prepares financial statements in accordance with Generally Accepted Accounting Procedures (GAAP) ensuring the statements are materially correct and withstand the scrutiny of audit as required by law.

4. Reviews and implements procedures accounting for contracts to determine accounting methods as outlined in Statements of Financial Accounting Standards (SFAS).

5. Reviews local fund agreements, recommends changes, and addendums ensuring the department can invoice partners and account for infrastructure in accordance with GASB guidelines.

6. Analyzes financial policies and practices for added value to the department's goals, objectives, and consistency with management philosophy; recommends to management the elimination, creation, and revision of policies to meet department needs and goals.

7. Researches, plans, and executes special projects involving a high degree of expertise; coordinates and facilitates project teams in the completion of special projects.

8. Coordinates and conducts quality assurance reviews of the department's goals, objectives, and consistency with management philosophy; recommends to management the elimination, creation, and revision of policies to meet department needs and goals.

9. Identifies resource needs and works with department personnel to select members of project team; monitors project team recommendations for compliance with state and federal regulations, general accounting principles and procedures, and management philosophy and directives.

10. Develops and delivers training on department policy initiatives; attends district, division, and external meetings to exchange ideas and knowledge, answer questions, speak on special topics, and ensure open communication; reports results to department management including significant written communications.

11. Directs and allocates staff where appropriately needed; trains staff and monitors performance; provides technical assistance to management.

12. Serves as program administrator for financial policies and procedures, chart of accounts, and quality assurance programs; reviews staff work to ensure compliance with guidelines and standards; resolves complex coding questions.

13. Reviews, analyzes, and implements upgrades to accounting systems including migration of new systems for all divisions to manage the data associated with the divisions responsibility.

14. Performs systems security allowing or denying system(s) and Internet access based on users job requirements.

15. Performs system architecture reviews, documentation, processes, and procedures ensuring the department considers and implements as required the rules promulgated by the Sarbanes-Oxley Act.

16. Performs supervisory responsibilities.

17. Performs other responsibilities as required or assigned.