

# Missouri Department of Transportation Job Description

**Job Title:** Financial Services Coordinator

**Title Code:** R04121

**Salary Grade:** 10

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Lead Worker Only

**District/Division:** Central Office – Financial Services

**Effective Date:** 12-01-2024

**Replaces (Effective Date):** 07-01-2022

## **General Summary**

The financial services coordinator performs advanced and complex responsibilities in one or more of the following areas: financial reporting, developing the department's budget, 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, **AND** six years of experience in a financial related position, **OR**
- Ten years of experience in a financial related position.

## **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. Assists with the preparation and review of 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.
5. 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.
6. Investigates and analyzes unusual or complex financial issues and problems including reviewing exposure drafts; develops recommendations for solutions to problems, and reports them to the appropriate supervisor or division director.
7. Conducts research, prepares reports, and communicates financial related information to internal and external customers.
8. 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.
9. Performs other responsibilities as required or assigned.