



Classification: Fiscal & Budgetary Analyst I (MVID)

Title Code: V00131

Pay Range: 15

POSITION SUMMARY: This is an entry-level position where the employee examines and processes daily deposits and processes refunds for unused stickers, decals, and authorizations. An employee in this position prepares and maintains ledgers and analyzes division data to properly record fiscal activities within the division. The employee also analyzes, verifies, and processes division invoices and expenses reports for accuracy and compliance with state regulations and division policies. Work is performed under close supervision within the framework of well-established rules and procedures.

DESCRIPTION OF DUTIES PERFORMED: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Examines and processes the daily deposit including on-line deposits, SAM II entry, and division ledger entry of all monies received.

Processes refunds for unused stickers, decals, and authorizations for suspended or out of business stations.

Prepares and maintains ledgers for the money received in the division for use by the Highway Patrol and the Gateway Vehicle Inspection Program (GVIP); provides a copy of the GVIP ledger to the Department of Natural Resources (DNR) for their records.

Analyzes division data in order to compile information for and create the monthly and annual Consolidated Report.

Analyzes and examines all invoices and expense reports for accuracy and compliance with state regulation and division policies; determines and assigns the proper fund, appropriation, and object codes; communicates with Troop MVI personnel to clarify and correct any discrepancies.

Handles United Parcel Service (UPS) issues to include; computer software issues, processing invoices for payment, processing refunds, and processing claims for lost or damaged shipments.

Processes insufficient fund checks through SAM II and obtains restitution from the applicable station; notifies the Troop Motor Vehicle Inspector (MVI) personnel to take administrative action for a station's non-payment; notifies the prosecuting attorney and completes the necessary paperwork for criminal prosecution of insufficient checks when the restitution has not been received.

Orders and maintains adequate supplies for the division, which includes shop and tool supplies for the troops; verifies the funding, appropriation, and object codes are properly entered while ensuring there is adequate appropriated funds available for the acquisition of supplies.

Verifies and approves monthly mileage expense reports for Troop MVI personnel to ensure they are in compliance with state regulations and division policies prior to processing for payment.

Assists with ensuring that the state agency record retention schedule is met with regard to historical financial documents; i.e. maintains hard copies for three years plus current fiscal year of all financial documents created by the division.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of bookkeeping principles and practices.

Knowledge of Patrol policies and procedures governing agency fiscal procedures and fiscal records maintenance.

Knowledge of Microsoft Office software, to include Word and Excel.

Ability to develop complex formulas in Microsoft Excel to efficiently record and maintain fiscal activities.

Ability to apply general bookkeeping principles in the recording of appropriations and expenditures.

Ability to make computer entries in the SAM II on-line financial system.

Ability to make mathematical calculations with speed and accuracy.

Ability to maintain complex financial and clerical records and files.

Ability to verify documents produced and received, and takes proper steps to reconcile errors.

Ability to produce a high volume of work and meet predetermined deadlines.

Ability to organize and prioritize work effectively.

Ability to alphabetize, transport, file, and purge documents and records.

Skill in operating a calculator with a high degree of efficiency.

Ability to operate basic office equipment (e.g., typewriter, calculator, copier, personal computer, fax machine, telephone, printer, shredder, etc.).

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to establish and maintain harmonious working relations with other department employees and a variety of representatives from public and private agencies.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED: (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possession of a high school diploma or equivalent and three years of responsible office or clerical experience.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.