

**STATE OF MONTANA JOB VACANCY
DEPARTMENT OF PUBLIC SERVICE REGULATION
PUBLIC SERVICE COMMISSION
AN EQUAL OPPORTUNITY EMPLOYER**

3 PAGE DOCUMENT

TITLE: CENTRALIZED SERVICES DIVISION
ADMINISTRATOR
POSITION NO.: 42100024
DEPARTMENT: PUBLIC SERVICE COMMISSION
DIVISION: CENTRALIZED SERVICES
LOCATION: HELENA, MONTANA
PAY BAND: *EXEMPT*
SALARY: \$50,000 - \$67,000, DOQ
ADDITIONAL SALARY INFORMATION: Salary depending on qualifications, with pay raises granted by the legislature.
STATUS: PERMANENT FULL-TIME
BARGAINING UNIT: N/A
APPLICATION DEADLINE: **March 15, 2013**
APPLICATION SUPPLEMENT: No

*This position is exempt from pay plan rules and serves at the pleasure of the five member commission.
Successful applicant will be subject to a criminal history background check.

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APPLICATION DEADLINE

Applications may be completed online at <http://www.mt.gov/statejobs/statejobs.asp>, mailed to the Public Service Commission, PO Box 202601, Helena, Montana 59620-2601, and postmarked by the closing date, or e-mailed to: ahall@mt.gov by Midnight, MST on the closing date.

REASONABLE ACCOMMODATION

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the Public Service Commission to consider any such accommodation, the applicant must make known any needed accommodation.

TYPICAL DUTIES:

This position oversees the agency accounting, budgeting, information technology, human resources, payroll, purchasing, contracts, leases, and agency support processes.

This position is responsible for the agency accounting processes, including accounts payable and

receivable; deposit processes; asset management; payroll processes; and internal controls in accordance with state and agency policies and procedures.

This position is responsible for the administration, development, implementation, and monitoring of the agency's biennial budget. This requires extensive knowledge of the concepts and theories of financial management, public administration, the legislative and budget process, governmental accounting and budgeting, and agency policies and operations.

The incumbent acts as the agency's liaison to the Legislative Auditor's Office, the Governor's Office of Budget and Program Planning, the Legislative Fiscal Division, and the Department of Administration's State Accounting Division and State Information Technology Services Division.

The person in this position must possess strong management/supervisory skills, and must be able to motivate, coach, and mentor employees on an ongoing basis. The ideal incumbent will encourage and support teamwork.

This position reports directly to the five-member elected Commission and directly or indirectly supervises 6 staff.

EDUCATION/EXPERIENCE

A Bachelor's Degree in Accounting or a closely related field and 4 years progressively responsible accounting and budgeting experience is required. SABHRS and MBARS experience is strongly preferred. Supervisory experience, including experience with human resource policies and procedures is required.

COMPETENCIES

This position requires knowledge of generally accepted accounting principles (GAAP); state accounting, budgeting and human resource policies and procedures; concepts and theories of financial and personnel management; and budgeting and state legislative processes.

The incumbent must be able to prioritize; plan; resolve issues; analyze and solve problems; communicate with a diverse group of people, both verbally and in writing; manage and supervise; and provide advice and insight on a variety of topics.

Actions and decisions impact the fiscal soundness of the agency and reliance is placed on information provided.

APPLICATION AND SELECTION PROCESS

Selection procedures to be used in evaluating applicant's qualifications may include, but are not limited to: an evaluation of the Montana State Application Form; an evaluation of education, training and experience; a structured oral interview; and reference checks.

All applicants must submit the following:

1. A State of Montana Application; online form may be accessed at <http://www.mt.gov/statejobs/statejobs.asp> or contact your local job service for additional application formats.
2. Cover letter
3. Resume

Applicants claiming the Veteran's or Handicapped Person's Employment Preferences (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials.

The successful applicant must produce within 24 hours of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card, along with a driver's license or other picture ID, a U.S. Passport or a Green Card.

Statement of Selective Service Registration Status

If you are a male born on or after January 1, 1960, and are at least 18 years of age, the Montana Compliance with Military Selective Service Act requires that you register with the Selective Service System unless you meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the state of Montana.

A false statement may be grounds for not hiring you, or for dismissing you if you have already begun work. Also, you may be punished by fine or imprisonment.

LATE OR INCOMPLETE APPLICATIONS WILL BE REJECTED