



CHIEF FINANCIAL OFFICER - Directly responsible to the Deputy Director-Engineering.

The **Controller Division** is responsible for:

Overseeing and administering all agency financial matters.

Advising on Department financing and compliance with state and federal statutes.

Formulating financing concepts, policies, plans and procedures pertaining to Department resources and programs.

Financial planning and programming, revenue and expenditure projections, budgeting, financial reporting, fund controls, internal and external audits, investments, and bonding.

Financial systems, project finance, cash flow management, and financial analysis.

Designing finance systems that measure performance against Department objectives, and interpreting and reporting thereon.

Maintaining liaison with the Department of Administrative Services (DAS), State Treasurer, State Auditor, Department of Revenue, Legislative Fiscal Office, Federal Highway Administration, other state agencies, and other state departments of transportation.

BUDGET AND FINANCE SECTION

Directly responsible to the Chief Financial Officer.

The Budget and Finance Section is responsible for:

Reviewing proposed state legislation for fiscal impact and ensuring compliance with existing state and federal directives and laws.

Performing financial, cost and budget analysis to ensure program and fund availability, compatibility, planned and programmed funds for existing and proposed highway construction programs.

Developing, analyzing and updating cash flow, financial projections, budget control systems, financial management systems, and revenue and expenditure estimates.

Compiling and reporting information on State and local finances, motor fuel usage, motor vehicle license and registrations, and Department data on types and costs of improvements made, to the Federal Highway Administration for use in the national revenue allocation formula, and for federal highway statistical reporting.

Determining the monthly distribution of the state highway allocation fund to cities and counties.

Administering the daily operations of the General Ledger, Procurement Card, Authority for Expenditures (AFE) and Agreement and Contract Tracking (ACT) systems.

Maintaining liaison with DAS-State Accounting and State Auditors Office, annual CAFR reporting, annual Schedule of Federal Expenditures and reconciling NIS with Department accounting records.

Researching and reviewing monthly cost reports to ensure accuracy of data, perform financial analysis and provide information and recommendations to all management levels.

Purchasing card control and coordination, Developing and administering procedures governing the gathering, processing, verifying and reconciliation of transactions leading to preparation of the General Ledger and subsequent financial statements.

PROJECT FINANCE SECTION

Directly responsible to the Chief Financial Officer.

The Project Finance Section is responsible for:

Developing policies and procedures governing preparation of Department financial plans, budgets, financial reports and reimbursement claims to the Federal Highway Administration, Federal Transit Administration and National Highway Traffic Safety Administration.

Administering the Project Finance System and ensure compliance with Federal Aid and other reimbursement directives and integrated financial systems. Review and ensure compliance with existing state and federal directives, statutes and laws.

Developing, analyzing, reporting and management of the cash flow system. Update cash flow fund availability, the financial projections for cash flow and financial management systems. Track forecasted project expenditures in relationship to projected funds available, determine variances and reconcile differences.

Maintain the point of contact liaison with Federal Highway Administration (FHWA), manage all federal fund obligations, manage inactive obligations, billing reviews, and reconcile Department records to FHWA. Management of payment plans with local governments to encompass the local budget requirements.

Perform the invoicing and collection of accounts receivable from cities, counties, and outside entities for project finance participants.

ACCOUNTING OPERATIONS/FINANCIAL SYSTEMS SECTION

Directly responsible to the Chief Financial Officer.

The Financial Systems Section is responsible for:

Formulating concepts, planning and developing policies, procedures and methods governing Department-integrated accounting and financial systems in accordance with accepted principles and practices of governmental accounting and budgeting. This development must comply with Statutes, DAS directives, executive directives, FHWA requirements, reimbursement procedures, and Department management requirements relative to financial and managerial accounting activities.

Administering the daily operations of the Department's Accounts Receivable (RBS) and Accounts Payable (RPS) systems, Supply Base, Performance Guarantees and Voyager costing and payments.

Maintaining liaison with DAS-State Accounting, maintaining voucher and warrant registers, contractor retention, authorized agent lists and propriety of purchasing.

Performing the invoicing and collection of accounts receivable and advances from other state agencies, contractors and others. Reconcile bank deposits to credit card receipts for permit purchase.

Developing, monitoring and maintaining the accounting Internal Control Plan as required by State Accounting.

Serves as the Division's first line of support for computer technology usage, issues or problems and administrator support for Microsoft Office solutions and Crystal Enterprise reporting.

Developing procedures and methods governing the standardizing, gathering, recording, and processing of transactions for the purpose of reporting the results on financial statements and cost reports reflecting Department operations and financial position for control and decision-making purposes.

AUDIT SECTION

Directly responsible to the Chief Financial Officer.

The Audit Section is responsible for:

Auditing third-party actual cost project billings and providing advisory pre-award audit services for personnel administering third-party contracts.

Performs reviews of Indirect Cost Rates and Payroll Additive Rates submitted by entities to be used for negotiating and billing purposes.

Monitoring sub recipients of federal funds for compliance with 2 CFR 200 audit requirements.

Advise other NDOT staff on application and compliance with Federal Acquisition Regulation (FAR) and 2 CFR 200 guidelines.

Providing reviews and/or analyses of Department programs, functions or activities as requested by management and the Chief Financial Officer.