

### Class Concept

This is administrative and managerial work in directing a large and complex fiscal management program in a large state agency or university. In this capacity, employees manage a budget and/or business program within an agency or university of considerable scope, complexity and/or hierarchical depth. Positions oversee a major component of an agency or university fiscal program, assist top management with budget and strategic planning, organizing business functions, and/or quality assurance. Positions perform specialized professional work in budget and management analysis; ensures accounting and budgetary compliance, assists in coordinating and managing special projects as assigned.

Positions in this class supervise a staff of Accountants, report to a higher level Accounting Director or Fiscal Executive and represents the fiscal program with the management team as needed.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the department's accounting structure.
- Thorough knowledge of accounting principles and practices and theories of accounting, auditing, budgeting or financial management and knowledge of trends and merging technologies/automation
- Thorough knowledge of government accounting, auditing, and reporting requirements.
- Thorough knowledge of the state's appropriation, budgetary, and accounting systems.
- Thorough knowledge of governmental finances, programs and institutional fund accounting. Thorough knowledge of state and federal laws and regulations applicable to the area of employment.
- Thorough knowledge of state governmental fiscal and budgetary processes.
- Thorough knowledge of office management and organizational concepts.
- Ability to manage and direct complex financial management systems.
- Ability to interpret and analyze financial data and reports.
- Ability to interpret complicated federal and state statutes, rules and regulations pertaining to applicable programs.
- Ability to communicate effectively and disseminate information to senior management.

#### Minimum Education and Experience

Bachelor's degree in accounting, or a degree in business administration, finance or public administration or a related discipline from an appropriately accredited institution with 18 semester hours of accounting coursework; and seven years of professional accounting experience in the preparation of interpretive or analytical accounting/ financial statements; of which at least three are supervisory/managerial; or equivalent combination of education and experience.

Some positions may require certification as a Public Accountant.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.