

Class Concept

Positions in this class are primarily responsible for the overall management of a complex and multifaceted accounting or auditing function and may act as part of the management team. Incumbents typically manage a relatively large staff of professional level accountants and administrative staff in addition to technical and/or clerical staff engaged in accounting and related fiscal work. Work involves the management of and participation in the development and implementation of goals, objectives, policies, and priorities for assigned programs; development and implementation of recommendations for changes and improvements to existing standards and procedures. Positions plan, direct, coordinate, and review the work plan for accounting services and activities; assign work activities and projects; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems; and ensure compliance with established policies, procedures, and related regulations.

This class is distinguished from the lower class of Accounting Manager in that the level I is responsible for the day-to-day supervision of staff and processes whereas the level II is responsible for a broader range of management activities, including strategic collaboration with other management staff on policies, procedures, and other fiscal and budgetary matters.

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 four years of professional accounting experience in the preparation of interpretive or analytical accounting/ financial statements; of which at least two is supervisory; 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.

