

Class Concept

Positions in this class manage and direct traditional finance operations such as accounting, audit, budget, purchasing and often other business programs for an agency of the largest considerable scope and complexity. Positions oversee all fiscal services provided by staff and assist top management with budget and strategic planning, organizing business functions, quality assurance and defending the agency budget and plans before the legislature and/or governing body. Positions typically serve as a member of the executive management team.

Recruitment Standards

Knowledge, Skills and Abilities

- Thorough knowledge of professional fiscal theory, techniques, practices and procedures, in the area of assignment.
- 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 governmental fiscal and budgetary processes.
- Thorough knowledge of state and federal rules and regulations governing the fiscal program.
- Considerable knowledge of HR policies, practices and procedures.
- Ability to evaluate and allocate resources, develop plan, and direct the budget and contracts to ensure fiscal stability of the agency.
- Ability to establish and commit to a course of action in order to accomplish long-range goals and vision of the agency.
- Ability to develop plans to accomplish work operations and long-range goals and objectives as well as to develop strategies to meet short-range objectives of work and arrange and assign work to use resources efficiently.
- Ability to establish internal operating standards and procedures to comply with state and federal rules and regulations as well as agency practices, procedures and principles governing the fiscal program.

Minimum Education and Experience

Bachelor's degree in accounting, business, finance, or other discipline related to the area of assignment with 18 semester hours of accounting coursework from an appropriately accredited institution and seven (7) years of progressive accounting experience, of which three (3) years are supervisory; or equivalent combination of education and experience.

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