

I. DESCRIPTION OF WORK

Positions in this banded class manage an accounting, audit, budget, and/or business program within an agency or university of considerable scope, complexity and/or hierarchical depth. Employees oversee a fiscal program or major components of an agency or university fiscal program and assist top management with budget and strategic planning, organizing business functions, and/or quality assurance. Positions in this class report to a higher level Fiscal Executive or top administrator and represent the fiscal program with the management team as needed

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Not Applicable

III. COMPETENCIES

Competency	Definition
Professional Knowledge	Thorough knowledge of professional fiscal theory, techniques, practices and procedures in the area of assignment. Thorough knowledge of the fiscal area of assignment and skill in applying this knowledge in a review. Thorough knowledge of state and federal rules and regulations governing the fiscal program. Thorough knowledge of agency/university practices, procedures, and principles.
Planning and Organizing Work	Ability to develop plans to accomplish work operations and short-range goals and objectives. Ability to participate in planning strategies to meet long-range goals and objectives. Ability to arrange and assign work to use resources efficiently. Ability to coordinate all administrative and technical services provided. Ability to participate in planning and implement changes in operations. Ability to establish work unit operating standards and procedures to comply with state and federal rules and regulations and agency/university practices, procedures, and principles governing the fiscal program.
Program Management	Ability to technically oversee all services supervised. Ability to recommend changes to standards of practice for fiscal work performed. Ability to focus on appropriate issues, consult with others, and deal with potential impact of a decision. Ability to think independently.
Human Resources Management	Ability to oversee the recruitment, selection, development, coaching, counseling, disciplining and evaluation of employees in the assigned work area. Ability to retain a diverse workforce. Ability to observe and assess work. Ability to provide feedback. Ability to provide technical supervision. Ability to plan and support employees in career development opportunities. Considerable knowledge of human resources policies and procedures.
Career and/or Talent Development	Ability to plan and support the development of others using a competency based system. Ability to ensure that staff is properly trained.
Strategic Planning	Ability to establish and commit to a course of action in order to accomplish short-range goals, in coordination with the vision of the agency or university.
Business Administration	Ability to evaluate and allocate resources, plan procurement, and oversee budget and contracts to ensure fiscal stability of the agency or university.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Not Applicable

V. MINIMUM TRAINING & EXPERIENCE

Bachelor's degree, preferably in business administration, public administration, or hospital administration and five years of administrative experience involving participation in the planning and management of a business or governmental program; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.