

### Class Concept

Positions in this class direct and are accountable for the financial and business functions of an agency including but not limited to budget, accounting, and procurement. Agency Chief Financial Officers provide leadership in the development of financial processes, procedures, and systems that contribute to successful business operations across the agency. Positions are responsible for determining strategic plans that outline the mission, vision, and high-level goals for an agency. Work also involves setting the direction, goals, and objectives of budget and other fiscal activities such as developing and preparing long-term strategic objectives, developing the agency's budget, and forecasting additional funds needed for staffing, equipment, materials, and supplies.

The Agency Chief Financial Officer II is responsible for consulting with external and internal auditors and state, federal, and local officials regarding the financial operations of the agency. This work also includes serving on agency and statewide committees in the design, development, and implementation of new management information, accounting, and reporting systems. Positions testify before legislative committees relative to the financial operations of the agency. The position is also the authority within an agency for allocating budgets, employees, and resources in support of financial aspects of projects and programs as authorized by top-level management.

Positions authorize redistribution of available resources to meet changing program needs, setting fiscal and performance objectives, as well as monitoring results. Positions direct the management of state and federal funds, as well as grants, debt management and monitoring, and oversee revenue and expenditure activities for an agency.

Positions function as the key advisor and counsel to agency head and executive management team, recommending strategies for short and long-term financial stability. Positions typically serve as a member of the executive management team.

Agency Chief Financial Officer roles vary considering the variety, scope, and degree of complexity of the agency. Each agency should only have one position in the Agency Chief Financial Officer series (I, II, III or IV). The levels of Agency Chief Financial Officer are differentiated by specific duties, budget size and complexity, and span of control.

When determining the level of the Agency CFO, analysis of the work described in the position description must weigh the variety and complexity, operational risk, decision making, consequence of error, and time spent performing the actual duties and tasks.

The Agency Chief Financial Officer II classification is differentiated from other levels by the following characteristics:

- Provides direct/indirect supervision to multiple units or groups of employees in completion of tasks in a variety of fiscal functions such as accounting, budgeting, or purchasing. Work is broader in scope and degree of complexity than Agency Chief Financial Officer I level.
- Manages the fiscal work through supervisors and/or professional-level individual contributors. Resolves moderately complex problems/issues.
- Works on the day-to-day operational activities within the agency's respective fiscal functions; responsible for assigning work activities and projects and reviewing the final work, evaluating work processes and procedures, meeting with staff to identify and resolve problems, and ensuring compliance with established policies and regulations.
- This level is responsible for reporting on financial, operational, and managerial processes related to the fiscal functions in the agency.
- Typically, responsible for three to four funding sources including a greater variety than the Agency Chief Financial Officer I, such as General Fund appropriations, fees, and federal grants.
- Typically, responsible for budget and transfers between \$200 million and \$1.9 billion.

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

- Positions typically manage at least three FTE directly or indirectly within the managed reporting structure with a proven understanding of supervisory principles including hiring, firing, performance management, discipline, work distribution, and employee development.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of public administration and governmental finance including budgeting, accounting, auditing, program analysis, and strategic planning
- Thorough knowledge of theories, principles, and practices of accounting, auditing, budgeting, or financial management
- Thorough knowledge of governmental accounting, auditing, and reporting requirements
- Thorough knowledge of state appropriation, budgetary, and accounting systems
- Thorough knowledge of governmental finances, programs, and institutional fund accounting
- Demonstrated ability to interpret and apply state and federal statutes, rules, and regulations governing fiscal programs and establish internal operating standards to maintain compliance
- Intermediate knowledge of HR policies, practices, and procedures
- Demonstrated ability to perform strategic planning to establish and accomplish short- and long-range goals to support the vision of the agency
- Demonstrated ability to evaluate and allocate resources, develop plans, and direct the budget and contracts to ensure fiscal stability of the agency
- Proficiency in organizing and presenting clear oral and written reports of findings and recommendations

#### Minimum Education and Experience

Bachelor's degree in accounting, business, finance, public administration, or related field from an appropriately accredited institution, and five years of progressive accounting, finance, and/or budgeting experience, which includes two years of supervisory experience; or equivalent combination of education and experience.

#### Necessary Special Requirement

May require a Certified Public Accountant certification.