

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 IV 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, which may include grants, debt management and monitoring including bond issuance activities, cash flow projections, investments, debt service, and ongoing bond compliance, 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 IV classification is differentiated from other levels by the following characteristics:

- Provides direct/indirect supervision of a fiscal division that has a significant number of units in the completion of all fiscal functions and tasks including finance, accounting, budgeting, and purchasing which has the broadest scope and highest degree of complexity.
- Manages the fiscal work through Directors and upper-level managers. Resolves problems/issues of the highest degree of complexity compared to the Level III, which requires investigation and analysis. Typically manages units that are diverse in function and represent a significant portion of the agency's operations.
- Plans, organizes, controls, and directs the fiscal functions in the agency and recommends changes in existing fiscal programs that may influence total agency financial operations where work activities include preparing cash flows and forecasts to maintain the agency's cash position by using predictive cash models, developing financial plans, and budgets, and aligning them to the agency's mission. Conducts trend analysis, forecasts revenue and expenditure levels, and prepares financial management reports regarding agency operations.
- Typically responsible for at least ten funding sources such as General Fund appropriations, fees, federal and other outside grants, manages the formulation of the agency's appropriations requests,

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

develops, and maintains Cost Allocation Plan(s), identifies costs, and adequately describes how administrative costs are identified, measured, and allocated.

- Typically responsible for budget and transfers greater than \$2 billion.
- Typically manage at least twenty FTE directly or indirectly within the managed reporting structure, 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 seven years of progressive accounting, finance, and/or budgeting experience, including three years of supervisory experience; or equivalent combination of education and experience.

Necessary Special Requirement

May require a Certified Public Accountant certification.