

Class Concept

Positions perform managerial and expert-level professional duties in accounting, budgeting or finance. They recommend and assist in developing and implementing agency policies and procedures related to the areas in financial management. Positions plan, develop and implement accounting policies and procedures applicable to the financial needs of the agency and all agency programs, including budgeting. Positions provide training, guidance and direction in financial and systems responsibility to accounting staff and develop as well as direct budgetary processes: policy interpretations, development and dissemination of procedures, data accumulation, economic forecasting, budgetary request preparation and analysis, estimate revisions, final budgetary consolidation, internal and external presentations, implementation and monitoring and financial and statistical reporting. They direct the development, preparation and compilation of financial data for state and federal reporting. Direct fiscal management activities; prepare financial reports; establish accounts; prepare budget, income and expense reports.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the principles, practices and theories of accounting, auditing, budgeting or financial management.
- Considerable knowledge of governmental finances and institutional fund accounting.
- Considerable knowledge of state and federal laws and regulations applicable to the area of employment.
- Considerable knowledge of state governmental fiscal and budgetary processes.
- Considerable knowledge of office management and organizational concepts.
- Ability to plan and implement a complex financial management system.
- 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 manage a professional accounting, budget and clerical staff.
- Ability to communicate effectively.

Minimum Education and Experience

Bachelor's degree in accounting, business, finance or other discipline related to the area of assignment from appropriately accredited institution and three years of progressive related experience, two of which must have been supervisory in nature; or equivalent combination of training and experience.