

### Class Concept

Positions in this class manage a major division of the Office of the State Controller. Positions oversee a major component of the Office, assist top management with budget and strategic planning, organizing business functions, and quality assurance. Positions in this class report to the Chief Deputy State Controller of the Office of the State Controller, and represent the Office external to the organization as needed. Positions participate in planning strategies to meet long-range goals and objectives. They arrange and assign work to use resources efficiently. Positions coordinate all administrative and technical services provided as well as participate in planning and implementing changes in operations. They establish work unit operating standards and procedures to comply with state and federal rules and regulations and agency practices, procedures and principles governing the fiscal program. They also recommend changes to standards of practice for fiscal and/or business systems work performed. Positions also observe and assess work; provide feedback; provide technical supervision; plan and support employees in career development opportunities.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of professional fiscal theory, techniques, practices and procedures in the area of assignment; thorough knowledge of state and federal rules and regulations governing the assigned programs; thorough knowledge of agency practices, procedures and principles.
- Demonstrated ability to develop plans to accomplish work operations and short-range goals and objectives.
- Demonstrated ability to technically oversee all services supervised.
- Demonstrated ability to focus on appropriate issues, consults with others, and deals with potential impact of a decision.
- Demonstrated ability to think independently.
- Demonstrated ability to oversee the recruitment, selection, development, coaching, counseling, disciplining and evaluation of employees in the assigned work area. Considerable knowledge of human resources policies and procedures.
- Demonstrated ability to plan and support the development of others using a competency based system.
- Demonstrated ability to establish and commit to a course of action in order to accomplish short and long range goals, in coordination with the vision of the Office of the State Controller.
- Demonstrated ability to evaluate and allocate resources, plan procurement and oversee budget and contracts to ensure fiscal stability of the Office of the State Controller.

#### Minimum Education and Experience

Bachelor's degree in accounting, finance, business administration or management, information systems, or a related discipline from an appropriately accredited institution, with 9 credit hours of accounting coursework and five years of professional accounting or business systems experience with at least 3 years within a supervisory role; or an equivalent combination of training and experience.