

### Class Concept

A position in this class assists with the coordination, review, evaluation, and auditing for compliance, accuracy, and accountability of state and federal programs and business operations in a State Agency or Division within a State Agency. This position may assist in determining the financial or business condition and compliance of a work unit or governmental operating unit to business standards established within the respective agency and in compliance with the NC General Assembly and Statutes. This position is assisting with the adherence to policies and standards by providing guidance and review of procedures, statutory requirements and filings, liability assessments, contracts, invoices, plans, reports and/or bids to ensure that these items maintain compliance with all applicable local, state and federal statutes, sound regulatory practices and procedures, generally accepted accounting principles and standards in relation to business and financial administration. Work is reviewed by a supervisor for content and technical accuracy.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of the general principles of financial management and generally accepted accounting principles and/or business administration practices
- Working knowledge of current federal, state and local government business and financial procedures
- Working knowledge of technical and administrative rules and regulations in the subject area
- Communication skills to relay industry information regarding current issues and to present findings in such situations
- Ability to prepare written findings and present recommendations supported by facts and to prepare and analyze financial information involving existing issues pertaining to the subject area and to present it in oral and/or written form
- Basic problem-solving skills to interpret compliance and report findings to management
- Basic project management skills to work as a team to develop new processes and procedures based upon changes in laws and regulations or industry practice
- Ability to provide appropriate documentation to support conclusions
- Ability to organize and format reports to comply with applicable guidelines
- Ability to review and document compliance with laws and regulations

#### Minimum Education and Experience

A Bachelor's degree in accounting, finance, or business administration, public administration, or a related discipline from an accredited institution and one year of related experience; or an equivalent combination of education and experience.