

Class Concept

Positions in this class are the top financial, business systems, and/or risk mitigation officers with responsibility for formulating and implementing all agency policy and plans for use by management in decision-making processes. Positions are responsible for providing overall direction for financial functions and systems as well as ensuring that all financial operations, systems, transactions, policies, and procedures meet short- and long-term objectives and that they are in compliance with all oversight or regulatory entity standards and requirements. Positions assist with or have full responsibility for the formulation of business systems, programs, and policies and the overall direction of staffing, training and development within a Risk Mitigation unit/section. Positions provide leadership in the development of guidelines and programs in financial, risk mitigation, internal control, program operation, systems or other areas and initiatives. Positions are responsible for allocating available staff, assets and resources in order to meet work goals. Positions must deal with controversial issues/problems and maintain successful working relationships with clients, other employees, administrators, and the public. The Risk Mitigation Services Manager also oversees business continuity/recovery management efforts and coordinates information security and privacy programs.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of professional fiscal and accounting theory, information systems, risk mitigation, and internal control techniques, practices and procedures and ability to apply this knowledge proactively.
- Thorough knowledge of local, state and federal regulations, statutes, industry standards and best business practices governing the area of work. (For example, ability to assist in defense of legislation before governing bodies and/or negotiate on issues in dispute.)
- Thorough knowledge of reliability of systems and internal controls; identifies problems and/or changing requirements.
- Ability to analyze and direct implementation of recommended business processes and technology changes.
- Ability to independently manage program and staff resources.
- Ability to ensure that fiscal and business rules and regulations are interpreted correctly, internal and external to the organization.
- Ability to anticipate and remain alert to potentially problematic situations.
- Ability to ensure implementation of program policy and procedure changes to reduce risk.
- Ability to apply innovative solutions where appropriate.
- Ability to lead and direct the development and implementation of new goals and objectives at the statewide level.
- Ability to serve as a technical resource in developing response to the media.
- Ability to document and report more complex or unique issues and effectively articulate written conclusions.
- Ability to ensure that fiscal rules and regulations are interpreted correctly, internal and external to the organization.
- Ability to seek appropriate input from others, internal and external to the program, prior to developing new policies and procedures.

Minimum Education and Experience:

Bachelor's degree in accounting, finance, business administration or management, information systems or a related discipline from appropriately accredited institution and three years of experience in accounting or business systems or an equivalent combination of education and experience.