

Class Concept

Positions in this class provide both agency-specific and state government-wide services to reduce or mitigate the risk of fraud and errors associated with financial reporting and compliance with applicable laws, rules and regulations. Positions in this class also provide agency-specific and state government-wide assistance to identify inefficient and/or ineffective programs/business processes/business operations. Work includes policy development and implementation, consultation, training, and education related to risk and internal controls. Must be able to perform independent analyses, using a variety of financial and/or program information, to determine the completeness, accuracy, and validity of the information being reviewed. Must be able to identify problem areas and offer reasonable and objective solutions/options founded upon sound business practices. Work requires knowledge and application of theories, principles and practices of accountancy and auditing, as well as the knowledge of statutory requirements of specific programs and related information technology.

Recruitment Standards

Knowledge, Skills, and Abilities:

- Knowledge-Professional: Independently demonstrates a proficient level of professional skill and/or knowledge in accounting, auditing, internal control, information technology, fraud detection and prevention and organizational behavior. Keeps current with developments and trends. Proficient knowledge and ability to use applicable information technology to meet work needs.
- Ability to independently interpret policy or program requirements. Ability to apply thorough knowledge of current policy and procedures, state and federal laws, rules and regulations, industry standards, and state government operations. Ability to apply specific program knowledge to identify and propose policy changes. Ability to assess the impact of such changes to policy.
- Ability to independently develop statewide training and education based on proficient knowledge of accounting standards and systems, auditing standards and procedures, federal single audits, financial statement audits, information technology standards and tax laws, rules and regulations. Knowledge of program specifics.
- Ability to independently consult and suggest corrective action related to moderately complex statewide risk-related/internal control challenges. Knowledge of program specifics.
- Ability to lead project(s) within established guidelines and standards, or ability to lead a component of a larger project. Ability to ensure project accountability. Ability to define scope, goals, tasks, deliverables, timelines, tools, and resources. Ability to assess the needs of the work project, determine any gaps, and recommend changes in procedures, workflow and work assignments to improve efficiency and effectiveness.
- Ability to independently analyze moderately complex financial and/or program information for accuracy, integrity and compliance with applicable laws, rules and regulations. Ability to identify and assess risk associated with financial disclosures and noncompliance. Ability to identify and recommend solutions and options; monitor the implementation of agency actions. Ability to identify substantive issues that require additional research and analysis. Ability to prepare, communicate/present key issues with supporting documentation and recommendations.
- (Optional): Ability to recommend and/or make selection decisions. Ability to develop and implement work plans, conduct performance reviews, and participate in the disciplinary and grievance processes, as needed. Ability to ensure employees have access to tools and information for career development opportunities and actively participate in employee growth and development. Ability to plan and deliver on-the-job training.

Minimum Education and Experience

Bachelor's degree in accounting, business administration or a related discipline with 24 credit hours of accounting coursework from an appropriate accredited institution; or an equivalent combination of education and experience.

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