

Class Concept

Positions in this class are primarily responsible for the overall management of a complex and multifaceted accounting or auditing function and may act as part of the management team. Incumbents typically manage a relatively large staff of professional level accountants and administrative staff in addition to technical and/or clerical staff engaged in accounting and related fiscal work. Work involves the management of and participation in the development and implementation of goals, objectives, policies, and priorities for assigned programs, development and implementation of recommendations for changes and improvements to existing standards and procedures. Positions plan, direct, coordinate, and review the work plan for accounting services and activities; assign work activities and projects; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems; and ensure compliance with established policies, procedures, and related regulations.

This class is distinguished from the lower class of Accounting Manager in that the level I is responsible for the day-to-day supervision of staff and processes whereas the level II is responsible for a broader range of management activities, including strategic collaboration with other management staff on policies, procedures, and other fiscal and budgetary matters.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the department's accounting structure.
- Thorough knowledge of accounting principles and practices and theories of accounting, auditing, budgeting or financial management and knowledge of trends and merging technologies/automation.
- Thorough knowledge of government accounting, auditing, and reporting requirements.
- Thorough knowledge of the state's appropriation, budgetary, and accounting systems.
- Thorough knowledge of governmental finances, programs and institutional fund accounting.
- Thorough knowledge of state and federal laws and regulations applicable to the area of employment.
- Thorough knowledge of state governmental fiscal and budgetary processes.
- Thorough knowledge of office management and organizational concepts.
- Ability to manage and direct complex financial management systems.
- 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 communicate effectively and disseminate information to senior management.

Minimum Education and Experience

Bachelor's degree in accounting, or a degree in business administration, finance, public administration, or a related discipline from an appropriately accredited institution with 18 semester hours of accounting coursework; and six years of professional accounting experience in the preparation and review of interpretive or analytical accounting, financial statements and reports; of which at least two are supervisory; or equivalent combination of education and experience.

Some positions may require certification as a Public Accountant.