

I. DESCRIPTION OF WORK

Positions in this banded class manage and direct an accounting, audit, budget and/or business program for an agency of the largest considerable scope and complexity. Employees oversee all fiscal services provided by staff and assist top management with budget and strategic planning, organizing business functions, quality assurance and defending the agency or university budget and plans before the legislature and/or governing body. Executives typically serve as a member of the executive management team.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Not Applicable

III. COMPETENCIES

Competency	Definition
Knowledge - Professional	Thorough knowledge of professional fiscal theory, techniques, practices, and procedures in the area of assignment. Thorough knowledge of the fiscal area of assignment and skill in applying that knowledge in a review. Thorough knowledge of state and federal rules and regulations governing the fiscal program. Thorough knowledge of agency practices, procedures, and principles.
Planning and Organizing Work	Ability to develop plans to accomplish work operations and long-range goals and objectives. Ability to develop strategies to meet short-range objectives of work. Ability to arrange and assign work to use resources efficiently. Ability to coordinate all administrative and technical services provided. Ability to make changes in operations. Ability to establish internal operating standards and procedures to comply with state and federal rules and regulations and agency practices, procedures, and principles governing the fiscal program.
Program Management	Ability to technically oversee all services. Ability to develop, implement, and modify standards of practice for fiscal work performed. Ability to focus on appropriate issues, consult with others, and deal with potential impact of a decision. Ability to think independently.
Human Resources Management	Ability to oversee the recruitment, selection, development, coaching, counseling, disciplining and evaluation of employees. Ability to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work. Ability to provide feedback. Ability to provide technical supervision. Ability to plan and support employees in career development opportunities.
Career and/or Talent Development	Ability to plan and support the development of others using a competency based system. Ability to ensure that staff is properly trained.
Strategic Planning	Ability to establish and commit to a course of action in order to accomplish long-range goals and vision of the agency.
Business Administration	Ability to evaluate and allocate resources, develop plans, and direct the budget and contracts to ensure fiscal stability of the agency.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Not Applicable

V. MINIMUM TRAINING & EXPERIENCE

Bachelor's degree in accounting, business, finance, or other discipline related to the area of assignment with 12 credit hours of accounting coursework and five years of progressive accounting experience, of which three are supervisory; or equivalent combination of training and experience. Some positions may require additional credit hours of accounting coursework. All degrees must be received from appropriately accredited institutions.

As per General Statute 143-739: Any *Internal Auditor* employed by the State shall at a minimum have the following: Graduation from a four-year college or university and certification or licensure as a certified public accountant, certified internal auditor, certified fraud examiner, certified information system auditor, professional engineer, or attorney; or graduation from a four-year college or university and a minimum of five years of experience in internal or external auditing, management consulting, program evaluation, management analysis, economic analysis, industrial engineering, or operations research.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.