

ACCOUNTING MANAGER

KIND OF WORK

Highly responsible and complex financial management.

NATURE AND PURPOSE

An employee in this class manages the financial service unit of a large and complex state agency. In this capacity, the employee serves as the chief officer and advisor of the department and reports directly to the department head and/or deputy. Incumbents resolve major fiscal and budgetary problems by analysis of the department's budgets and by developing and implementing fiscal operation policy and procedures. Considerable independence and latitude is possessed by incumbents in directing the department's daily fiscal operation.

This class is differentiated from others in the series by its managerial responsibilities in directing the department's fiscal operation and its participation in managerial decision making.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provides information and advice to top management and participates in decisions in all areas relating to financial operations so that sound financial management decisions are made.

Directs, coordinates and monitors the biennial budget process so that it is prepared in a timely and accurate manner and reflects the needs, objectives and resource requirements of the department.

Manages all accounting and fiscal functions of the department so that adequate and appropriate financial records and controls are maintained.

Prepares financial reports, schedules and forecasts so that management is provided with accurate information concerning financial impact and the financial conditions of the department.

Coordinates fiscal operations of the department with other state or federal agencies such as the State Finance Department so that operations are consistent with state and legislative requirements.

Consults with and advises managers and supervisors on financial policies and procedures and interpretation of financial data and reports to ensure maximum understanding and use of financial resources.

Develops and recommends alternative financial policies and procedures including spending plans consistent with Legislative intent and the department's fiscal objectives.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of accounting principles and practices.

Extensive knowledge of governmental accounting, auditing and the State's appropriation, budgeting and accounting systems.

Extensive knowledge of modern management principles, concepts and practices.

Thorough knowledge of the department's accounting structure and relevant accounting statutes governing its operations.

Ability to:

Ability to manage a large and complex financial program.

Ability to analyze fiscal programs, procedures and problems and implement improvements.

Ability to prepare and interpret complex fiscal records and reports, recognize problems and effect solutions.

Ability to speak and write effectively.

Ability to establish and maintain effective working relationships with managers, the public and other employees.

Est.: 8/30/79

Rev.:

TC:

Former Title(s):