

ACCOUNTING DIRECTOR

KIND OF WORK

Highly responsible administrative work in directing a fiscal management program.

NATURE AND PURPOSE

An employee in this class is responsible for directing a large and complex fiscal management program in a large state department, agency, or institution. In this capacity, employees are responsible for providing technical and supervisory financial support to carry out policies and programs established by the department head. Accounting Directors serve as the chief liaison to activity managers to ensure coordination of their activities in planning with the accounting division. A close working relationship is also maintained with the Finance Agency controller to ensure compliance with budgetary and financial planning requirements of the Department of Finance. Considerable latitude is granted employees in this class for developing, implementing, and administering financial methods and procedures. Accounting Directors typically report to a high level department manager with work reviewed through periodic conferences and reports.

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

Directs all accounting functions of the department, agency, or institution so that adequate financial records and fiscal controls are maintained.

Provides supervisory and high professional skills for the financial operation of the department consistent with the appropriate state and federal laws and regulations so that state and federal funds are utilized and expanded in the most efficient and effective manner.

Provides coordination with other state and federal agencies relating to financial matters so that the department head and agency controller are informed as to matters pertaining to policies, procedures, and programs which may have an effect on the financial operation of the department.

Develops authorized department budgets and financial plans, goals, and objectives for review and approval by the agency controller and the department head so that maximum use will be made of financial resources.

Consults with and advises the department head, managers, supervisors, and the agency controller on financial policies and procedures, organizational changes, and interpretation of financial data and reports to ensure efficient and effective fiscal management.

KNOWLEDGES SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of the department's accounting structure.

Extensive knowledge of accounting principles and practices.

Extensive knowledge of federal government accounting, auditing, and reporting requirements.

Extensive knowledge of the statutes pertaining to an individual's agency.

Thorough knowledge of the state's appropriation, budgetary, and accounting systems.

Ability to:

Ability to direct a large fiscal program involving a considerable number of accounting professionals and technicians.

Ability to develop and implement procedures to increase the efficiency and effectiveness of the fiscal program.

Ability to independently carry out department objectives with only limited supervision.

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

Ability to coordinate the fiscal management program with the overall functions of the department.

Ability to speak and write effectively.

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

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T.C.:
Former Title(s):