

FINANCE SERVICES DIRECTOR

KIND OF WORK

Managerial work in Minnesota Management & Budget (MMB).

NATURE AND PURPOSE

Under general direction, provide management, direction, control and coordination of statewide financial programs for a specific functional area or areas such as financial reporting, internal financial control, employee payroll process, agency budget and appropriation support and the vendor payment processes. Manage and direct the statewide function; set statewide policy with regard to financial and accounting matters; monitor and improve statewide accounting and financial systems, policies, procedures, controls, and business processes; interact with national experts and organizations in establishing financial government standards. Provide oversight for the annual operating budget of the specific area/s assigned, however is accountable for the annual total state budget for that program because individual actions of this employee directly impact management of those program funds in each state agency. Manage and direct the staff and operations of their section, set goals and objectives; directly supervises the team supervisors and indirectly supervises a team of professional accountants, finance specialists and analysts; performs related work as required.

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

Coordinate and direct the activities of a financial functional team so that statewide budgeting, accounting and financial policies and procedures are carried out in accordance with laws and regulations.

Manage and direct the consultation and training services provided statewide to assist state agencies in improving processes, procedures, and controls and to optimize their use of the Minnesota Accounting and Procurement System (MAPS), the Statewide Employee Management (SEMA4) and Information Access (IA) in order to provide effective financial management for their programs.

Manage and direct the staff and operations of the functional area(s) so that the team and its members are productive contributors to the goals and objectives of the division and the agency.

Plan, organize, direct, and set policy for the operations of a specific functional area so that adequate controls are in place, financial management takes place within the requirements of generally accepted accounting principles (GAAP), state funds are accurately accounted for, reflected and reported, and the needs of the end users are met.

Manage and direct the section and division strategic and operational planning efforts by reviewing new legislation that significantly affects state agencies or state funds, consulting with department management and staff, management and staff of other state agencies, legislators and legislative staff, other interested or affected entities so that the use of statewide administrative systems is optimized and to account for, manage, and safeguard the resources available to agencies of the State of Minnesota.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Expert level knowledge of Generally Accepted Accounting Principles (GAAP) theory and concepts and practices in Minnesota, Governmental GAAP theory and concepts and practices for Minnesota, internal controls, chart of account issues, State accounting systems and appropriation process sufficient to plan, direct and set policy for the financial operations of state agencies.

Large, complex accounting and/or financial environment such as MAPS, SEMA4 or a similarly complex system sufficient to manage and direct the consultation and training services provided statewide that will assist state agencies in improving processes and optimize their use of the systems.

Management practices sufficient to direct the strategic and operational planning of the specific financial functional area.

Team dynamics and team building sufficient to direct the development and implementation of solutions to a variety of financial problems and issues facing management and staff in agencies statewide.

Bargaining unit agreements, compensation plans and personnel laws, rules, regulations, policies, and procedures sufficient to administer personnel policies and bargaining unit agreements.

Skill in:

Human relations sufficient to manage a complex function that requires coordination between many agencies and persons.

Human relations sufficient to facilitate and chair work groups and committees and negotiate cooperation among competing stakeholders.

Managerial skill sufficient to guide and coordinate complex operations within the external forces established by GAAP, statutes, federal and state laws.

Creative and analytical problem solving sufficient to develop and recommend new or improved financial management methods and procedures.

Human relations sufficient to develop outcome based performance measures, lead and motivate staff and gain compliance of staff in accomplishment of these measures.

Ability to:

Lead team, section and division strategic and operational planning efforts and make decisions that have statewide impact.

Be creative in problem-solving sufficient to develop solutions to ambiguous and complex problems that will satisfy the needs of competing stakeholders.

Communicate effectively, both verbally and in writing sufficient to advocate and gain conformity with department goals and objectives.

Est.: 07/09/84
Rev.: 01/05, 12/08

T.C.: 4/94, 5/95, 3/96
Former Title(s): Financial Reporting
Director; Finance Accounting Director;
Merged with: Central Payroll Director,
5/31/95