

Class Concept

Under the direction of the chief business official this position plans, organizes, controls and directs the accounting and business services for a large and complex fiscal management program in a large state agency or university. In this capacity, positions are responsible for providing technical and supervisory financial support to carry out policies and programs established by the department. Positions establish staff priorities and goals for meeting agency financial and business information requirements, develop accounting guidelines and procedures, enhance and maintain quality assurance goals for internal systems and transfers and meet statutory reporting requirements.

Accounting Directors serve as the chief liaison to lower level Directors and managers to ensure coordination of their activities in planning with the accounting division. Position ensures compliance with budgetary and financial planning requirements. Considerable latitude is granted to positions in this class for developing, implementing, and administering financial methods and procedures. Accounting Directors typically report to a higher level Fiscal Executive with work reviewed through periodic conferences and reports.

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 or public administration or a related discipline from an appropriately accredited institution with 18 semester hours of accounting coursework and seven years of professional accounting experience, of which at least three are managerial; or equivalent combination of education and experience.

Some positions may require certification as a Public Accountant.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.

