

CLASSIFICATION: FINANCIAL REPORTING ADMINISTRATOR I

Class Code: 4421-31

Date Established: 09-16-91

Occupational Code: 7-2-6

Date of Last Revision: 06-19-14

Exempt Statues: Exempt

BASIC PURPOSE: To monitor and review the implementation of a uniform fund accounting and financial reporting system in accordance with governmental reporting practices.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Monitors the publication of annual and interim financial reports for the state as required by governmental reporting practices.
- Plans the structuring and updating of the state's general ledger accounting system in compliance with recognized accounting practices.
- Reviews financial statements and reports summarizing the reconciliation of fund and accounting balances with state treasurer records.
- Prepares specialized financial reports and analyses as required or requested by superiors, Governor and Legislative committees.
- Prepares and updates operating policy manual for a financial or accounting unit.
- Reviews state agency accounting requirements for federal reporting, and develops accounting systems for agency implementation.
- Reviews activities of fund accounting units and supervises the journalizing and posting of all state financial transactions, including the reconciliation of various fund balances to the general ledger.

DISTINGUISHING FACTORS:

Skill: Requires skill in evaluating, planning or integrating analysis of data to formulate current and long-range solutions, strategies or policies of a specialized or technical nature.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

Complexity: Requires formulating the combination of overall job functions in order to address highly diverse or novel situations requiring new concepts and imaginative approaches to a wide range of intellectual and practical problems.

Independent Action: Requires administrative decision-making in authorizing and monitoring the implementation of major departmental policies and procedures.

MINIMUM QUALIFICATIONS:

FOR NON-CPA'S:

Education: Bachelor's degree from a recognized college or university with major study in accounting, business administration or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Six years' experience in financial accounting in either a private company or a government agency, including, but not limited to, responsibility for compiling financial statements with related note disclosures and maintaining general ledgers, including preparing entries and reconciliations, preparing audit schedules, and exposure to auditing.

OR

FOR CPA'S:

Education: Certified Public Accountant (C.P.A.) current certificate with Bachelor's degree in accounting, business administration or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' experience in financial accounting in either a private company or a government agency, including, but not limited to, responsibility for compiling financial statements with related note disclosures and maintaining general ledgers, including preparing entries and reconciliations, preparing audit schedules, and exposure to auditing.

License/Certification: None required other than what is noted in minimum qualifications above.

RECOMMENDED WORK TRAITS: Knowledge of accounting principles and practices relative to governmental accounting, private business accounting and auditing methods and techniques. Knowledge of the principles of public fiscal administration including budgeting and variance reporting. Working knowledge of spreadsheets and of the capabilities of electronic and automated data processing equipment and personal computers relative to accounting practices. Ability to assist in the evaluation, development, and implementation of accounting practices. Ability to write clear and concise procedural manuals of accounting tasks. Ability to establish and maintain effective working relationships with other employees, state department heads and public officials, members of Executive and Legislative committees, and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.