

STATE OF NEBRASKA CLASS SPECIFICATION
STATE FINANCIAL SYSTEMS & REPORTS
COORDINATOR

EST: 08/05 - REV: 11/11
CLASS CODE: A19420

DESCRIPTION: Under limited supervision coordinates, plans, implements and directs a function or program providing oversight of statewide accounting and financial systems and operations of state agencies and/or other entities; reviews reports and determines the integrity and accuracy of financial/internal control practices and systems; and identifies and explains deficiencies and necessary responses/corrective actions to state and agency managers, accounting/financial staff, and other officials; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops policies, standards, and guidelines that administer State financial systems and/or evaluate operations of State agencies and/or entities and to facilitate the preparation of Comprehensive Annual Financial Report (CAFR) and/or other State government-wide financial statements.

Prepares portions of various State financial reports/plans such as CAFR, State Budgetary, or State-Wide Cost Allocation Plan (SWCAP) to assist in the development and verification of the financial statements, footnotes, adjusting journal entries, statistical information, and agency accruals.

Confers with and provides liaison between State agencies' accounting/financial staff and representatives of federal government or auditors to ensure accurate and timely reporting of financial information and documents or to resolve audit findings.

Coordinates cash flow monitoring system including analyzing projections and daily activity and monitoring the General Fund balance to make recommendations to the Legislature and/or the Governor's and Budget Offices on needed transfers.

Prepares and provides training to coworkers, State agencies' staff, and others on accounting or financial processes/systems to ensure operational consistency and conformance to laws, regulations, and accounting principles and protocols; counsels participants and trainers in accounting processes.

Monitors, tests, and evaluates automated financial systems and subsystems, in a team setting, to ensure functional effectiveness and conformance with accounting policies and practices.

Reviews and monitors State agencies' internal controls or processing and other financial practices to ensure adequate controls exist, proper accounting methods are used, and compliance with statutes.

Coordinates, plans, assigns, and facilitate work functions and activities to achieve work objectives and agency goals, and ensure conformance with policies, procedures, and standards.

Trains, guides, and confers with others to establish work plans, schedules, and priorities, identify and resolve job needs, issues, and delays, and to ensure proper completion of assignments.

Reviews findings of audit reports to identify nature of deficiencies and determine follow-up corrective procedures; reviews corrective action plans filed by agencies and negotiates completion of those plans with state or outside auditors.

Prepares reports, analyses, and other informational statements based on studies/surveys to present conclusions and recommendations to State Accounting or agencies' senior and financial managers.

A19420 – STATE FINANCIAL SYSTEMS & REPORTS COORDINATOR (continued)

Develops, implements, and uses financial reporting/record keeping processes to document accounting activity, report financial data, reconcile accounts, and provide similar financial services to State government.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: accounting and auditing theory and techniques; governmental accounting standards board statements; generally accepted accounting and auditing principles and standards; automated accounting systems, applications, and operating procedures used by different kinds of organizations; statistical sampling procedures; state and federal laws and regulations affecting governmental accounting.

Ability to: communicate orally and in writing to present factual information and opinions; understand and analyze financial data and computer applications; interact with senior management, representatives of organizations, and other interested parties; analyze and summarize data presented in different formats such as financial and statistical reports; formulate short and long range financial accounting or audit plans; evaluate situations and make decisions exercising good judgment; recommend corrective actions and resolutions to specific issues related to financial systems and operations; interpret and apply statutory laws and regulations and accounting or auditing principles to specific studies; adjust operational activities to investigate and reconcile discrepancies or incompatibilities in accounting systems and practices;

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in accounting, finance, business administration or equivalent, AND three years of experience in governmental accounting, high level fiscal analysis or financial auditing. Experience with high level financial systems accounting can substitute for formal education on a year for year basis.

OR

Certified Public Accountancy licensure and experience with high level financial accounting systems.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Where a specific position in this class requires an employee to perform or oversee auditing functions, the agency should ensure requirements established by State Code and the Nebraska Auditor of Public Accounts is satisfied.

If such positions in this classification are subject to Title 42, Nebraska Administrative Code, Chapter 1 – Minimum Standards for Government Employees Identified as Auditors, the basic requirement is a Bachelor's degree in business administration or the equivalent, with at least 24 semester hours of accounting or auditing. Any combination of education with a concentration in accounting and auditing experience acceptable to the Auditor of Public Accounts may be substituted for the educational requirements in Section 002.01.