

STATE FINANCIAL SYSTEMS AND REPORTING MANAGER

DESCRIPTION: Under administrative direction, this single position class administers the activities and processes of the Financial Systems and Reporting Section of the State Accounting Division. Supervises professional, technical and support staff preparing state government financial analyses and reports including comprehensive annual financial reports and annual budgetary reports; monitors and advises state agencies on implementing financial practices, reports, and systems of the State's centralized accounting/financial system (Nebraska Information System-NIS); performs related work as required

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.)

Confers, advises, and instructs agency senior management, accounting/financial managers and staff, and other governmental officials on financial policies, practices, and issues to explain their appropriate application and ensure conformance with accounting principals and protocols.

Confers with and provides liaison between State agencies' accounting/financial staff and representatives of federal and state government auditors to resolve operational issues and ensure compliance of financial transactional and documentation processes with regulations and established standards.

Defines operational and long-range plans for the State Accounting section managed; plans and organizes work functions, projects, and activities of assigned workers to achieve section objectives and State accounting/financial goals, and ensure conformance with policies, procedures, and standards.

Advises the administrator of the State Accounting Division periodically regarding the status of the section managed; monitors the status of legislation and accounting standards being proposed and implemented.

Prepares fiscal impact analyses and statements and develops the budget for the State Accounting section managed, within the limitations of the State Accounting Division budget.

Evaluates available staffing resources, determines priorities, and assigns work responsibilities to supervisors and their assigned staff to ensure balanced workloads completion of work.

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

Applies performance management practices to establish job expectations, to monitor and develop the capacity of workers' to perform, and to evaluate their performance and recommend personnel actions.

Reviews decisions and services rendered and activities performed by work units/teams managed to ensure effective attainment of work goals and conformance to State accounting/financial policies and processes.

Directs, coordinates, and monitors the development and implementation of the State's financial systems, policies, and processes to ensure effective administration of NIS and state agencies' financial operations and systems and to resolve problems and issues.

Develops and reviews specific work plans and priorities for projects with staff assigned; monitors the progress on projects periodically; advises as required the State Accountant of the project status, including conformance with schedules and due dates, and budget versus actual expenditures; reviews project outcomes for quality, completeness, and feasibility of implementation.

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Reviews, approves, and assigns implementation of recommendations prepared by staff or agencies to ensure appropriate internal and interagency communication and processing; monitors implementation of operational changes to ensure the procedures and methods are functioning properly.

Develops or approves responses to audit findings and directs implementation of corrective courses of action to follow up to audit reports issued by the Auditor of Public Accounts or external auditors.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: generally accepted accounting principles (GAAP) as applied to State government financial system including governmental accounting, auditing and financial reporting functions; the State's NIS financial systems/subsystems, applications, and protocols; State agencies' financial and accounting systems; the State's budgeting process; State statutes and Attorney General's opinions affecting the financial practices of State government; techniques for auditing and evaluating State agencies' financial practices; goals, laws, rules, policies and operations pertinent to the mission of the agency or specific projects; the legislative process and the basic structure and functions of state government.

Ability to: direct and coordinate the section managed with various accounting/financial operations of State agencies; use applications and resources of an automated enterprise-wide financial system; formulate recommendations and decisions pertinent to the use of NIS and available resources.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: accounting and financial system theories, principles, and practices; management and supervisory techniques and practices; computer systems and computer operations pertinent to financial functions.

Ability to: research and analyze problems and recommend solutions; communicate orally and in writing to express technical ideas, proposals, and conclusions to others with diverse interests and priorities; organize work, establish priorities, and determine time frames to complete the section's work; integrate differing viewpoints into solutions that comply with established accounting policies and practices.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any equivalent combinations of education, training, and/or work experience that enables an individual to possess the required knowledge, skills, and abilities. A general qualification guideline for the position in this class is: Bachelor's degree in business administration and 24 semester hours or the equivalent in accounting or auditing, AND three or more years of experience in governmental or private sector accounting or financial auditing. Experience supervising professional level accounting/financial staff is preferred.