

**DESCRIPTION:** Under administrative and general direction, administers the activities and processes of the Accounting Operations Section of the State Accounting Division within the Department of Administrative Services (DAS). Supervises professional, technical, and support staff monitoring and processing State government-wide accounting transactions and documents; advises the State Accounting Division Administrator and State agencies on the implementation of accounting policies, practices, and processes relative to the State's centralized accounting/financial systems; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a single position job classification restricted in use to the DAS - State Accounting Division. The scope and impact of the work assigned is State Government-wide. This position is distinguished from other jobs located in the Division based on the nature of financial and administrative operations and information systems managed, the degree of accountability for service goals, policies, and standards overseen, the nature of work contacts handled, and the nature of supervision exercised and received.

**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.)

Directs, coordinates, and monitors the development and implementation of the State's accounting/financial policies and processes to ensure the effective administration of the State's centralized financial system and central accounting operations.

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 principles and standards.

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

Defines operational and long-range plans for the State Accounting Operations Section; plans and organizes work functions and activities to achieve section objectives and State accounting/financial goals and to ensure conformance with agency policies and established standards.

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 and completion of work.

Trains, guides, and confers with assigned workers to establish work plans, schedules, and priorities, to identify and resolve job needs, issues, and delays, and to ensure proper completion of assignments. Directs the training provided by the Division to all State agencies' accounting/financial staff, as needed.

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.

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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.

Coordinates special year-end and interim processing and reporting; coordinates section functions with other sections and other organizational functions. Coordinates the State's accounting processes with federal accounting and grant administration operations and requirements.

Advises the State Accounting Administrator periodically regarding the status of the Accounting Operations Section; monitors the status of legislation and accounting standards being proposed and implemented. Serves as the State Accounting Administrator, as needed.

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

Knowledge of: accounting theories, principles, and practices; federal laws, rules and regulations pertaining to payroll taxes and federal grant funding procedures; management and supervisory techniques and practices; computer systems and computer operations pertinent to accounting/financial functions; generally accepted accounting principles (GAAP) as applied to State government accounting operations including governmental accounting and reporting functions; the State's central accounting and payroll systems; State agencies' financial and accounting systems and operations; the State's budgeting process; State Statutes and Attorney General's opinions affecting the accounting practices of the State; federal laws, rules and regulations regarding various federal payroll taxes; 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: communicate with others in person and through electronic means and reports to express technical proposals and conclusions; implement accounting policies and standards; organize work, establish priorities, and determine time frames to complete the section's work; research and analyze problems and recommend solutions; integrate differing viewpoints into solutions that comply with established accounting policies and practices; implement the policies of the State Accounting Division; plan, organize, delegate, and direct the work of assigned employees; foster participation of various governmental officials and agency representatives in the administration of the State's Accounting System.

**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 business administration or accounting, or other fiscal/financial related area, and three years of professional level experience in governmental accounting or private sector accounting or financial auditing, two years of which must include supervising professional level accounting, budgeting, or other fiscal related staff.

### **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).