

## ACCOUNTABILITY AND DISCLOSURE DEPUTY DIRECTOR G09100

### DESCRIPTION OF OCCUPATIONAL WORK

Under administrative direction of the Executive Director supervises all audit functions within the Agency. Additional duties will include direct supervision of all Auditor II's and clerical staff, performance of additional administrative tasks as assigned by Executive Director and acting in the capacity of Executive Director in his/her absence.

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.)

Oversees and may perform random desk audits of Campaign Statements in addition to activity reports filed with the Commission to ensure compliance with Accountability Act provisions.

Review incoming reports and equitably assign work to Auditor II positions.

Provide guidance to Auditor II positions with respect to compliance and interpretations of the Act.

Review written audit reports include scope of audit conducted, ensuring information is in conformity with Act provisions.

Develop and review relevant correspondence with filers when necessary; develop correspondence and recommendations for necessary action to effect compliance.

Upon recommendation of Auditor II, review extraordinary filings to ensure those made were not knowingly false or fraudulent, but are in compliance with the Act.

Report potential violations to the Executive Director.

Directly supervises Staff Assistant III and all clerical functions of the office, including ensuring proper report and correspondence workflow.

Under direction of Executive Director will: assist in fiscal planning and office budgeting, assist in agency planning process, perform a degree of personnel functions for the office, perform functions of Executive Director in his/her absence.

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

Knowledge of: basic and advanced auditing principles and practices; good command of audit and accounting procedures; ability to conduct field and desk audits; act as resource for staff and Agency; supervise Auditor II and all other clerical staff positions. Thorough understanding of Nebraska Political Accountability and Disclosure Act, Campaign Finance Limitations Act, Nebraska Budget process, State Accounting procedures.

Ability to: plan work programs, supervise work of auditing and clerical personnel; make mathematical computations efficiently/accurately; plan and execute budget decisions, and communicate effectively, which may include designing presentations and training sessions.

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, public administration, political science, government, management, economics, accounting, the social/behavioral sciences, or another related field, or any equivalent combinations of education, training, and/or experience that will enable an individual to possess the required knowledge, skills, and abilities.

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).

Established: <09/99>

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

| Section                | Change Description           | Effective Date |
|------------------------|------------------------------|----------------|
| MINIMUM QUALIFICATIONS | Adjusted degree requirements | 05/09/2024     |