

CONTROLLER

G19270

DESCRIPTION OF OCCUPATIONAL WORK

This position is responsible for overseeing an organization's financial operations and ensuring the accuracy and integrity of its financial reporting.

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

Performs highly responsible professional work directing department or agency activities including budgeting, revenue and expenditure forecasting, cash management, accounting systems, financial aid reimbursement, auditing, disbursing, cost accounting, automated financial management information systems, and financial management analyses; 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.)

Develops objectives, concepts and policies governing the management of revenues and expenditures in accordance with principles of governmental accounting.

Formulates plans and policies pertaining to the use of financial data in support of planning and programming.

Establishes concepts and policies for financial reporting systems to control operations and comply with statutes and Federal Reimbursement directives.

Develops concepts and systems for presentations of financial resources related to programmed activities to facilitate the programming of funds.

Plans, organizes, and directs activities of Budget, Accounting Systems, Cost Accounting, Disbursing, Finance and Revenue, and Financial Aid.

Reviews and evaluates financial operations, internal controls, accounting procedures, and financial management practices to ensure compliance with state and federal regulations, policies, and generally accepted governmental accounting principles.

Directs activities in budgeting, accounting systems, disbursement, and forecasting of expenditures and revenue to meet agency's budgetary and cash flow requirements and remain within future projections.

Monitors all expenditures and revenue of the agency to ensure that proper controls are maintained in accordance with accounting and budgetary authorization.

Monitors budget status reports and performs analytical review of financial and budgetary data to ensure compliance with state and federal regulations.

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, accounting, finance, economics, actuarial science, or related field, plus seven years' experience in the accounting/finance field including experience in the development of budgeting and accounting systems, and at least three years supervisory experience.

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: 08/70

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
Job Specification	Update to new form	09/2024
Examples of Work and Minimum Qualifications	Added examples of work and updated the MQ's	09/2026