

## POSITION SUMMARY

Under the general direction of the Director – Bureau of Budget and Finance, this position is responsible for the management of the Department’s fiscal operations including technical and detailed financial activities involving diverse funding sources (e.g. GPR, PR, and FED) as well as complex and routine accounting work for the agency. This position is responsible for the development and administration of department-wide general accounting policy and procedures, including the audit, design, and implementation of changes to the accounting systems. This position supervises Accountant, Account-Journey, Accountant-Senior, and Financial Specialist 2-4 staff and serves as a management team member to establish priorities, procedures, and processing of fiscal revenues and expenditures.

This position oversees the receipt of all revenue received in the department, working as a liaison with division financial staff, US Bank, and the State Controller’s Office on a variety of transaction or system issues. This position is also expected to have advanced knowledge of and demonstrated ability in working with the state procurement, financial, and accounting (e.g., Purchase Plus, WISMART, etc.) systems. This position is responsible for leading process improvement efforts.

The position will serve as the back-up to the Bureau Director in his/her absence.

### Goals and Worker Activities:

- 35% A. Manage the operations and provision of all financial accounting and auditing services to/for the Department.**
- A1. Serve as a technical expert and staff resource regarding financial transactions, financial reporting, and accounting system maintenance.
  - A2. Manage finance operations and procedures consistent with statutory requirements and professional standards. This includes revenue and expenditure accounting, accounts payable, pre-audit, and accounts receivable to ensure that payments to vendors are made in compliance with state laws and revenues are deposited in a timely manner.
  - A3. Direct the preparation of select financial reports in a timely manner. Certify the accuracy and legality of transactions, including corrections to financial records, carry-over of prior year encumbrances, and proper accounting of year-end transactions in accordance with GAAP.
  - A4. Review federal financial status reports (FSRs), requests for reimbursement, and invoices for all grants and federal contracts that the Department receives. Ensure

expenditures charged to grants are allowable under the grant guidelines and forms are completed per established guidelines.

- A5. Approve accounting transactions in WISMART and Purchase Plus.
- A6. Manage draw downs on the state's federal cash management system.
- A7. Maintain chart of accounts on Purchase Plus. Update for new account codes.
- A8. Act as a liaison with the State Controller's Office and share information regarding interest earnings, process payments for debt service, and process claims / board payments.
- A9. Maintain financial records in accordance with the RDAs.

**25% B. Manage the department-wide general accounting policy and procedures, including implementation of accounting systems.**

- B1. Develop and/or administer policies and procedures to control the flow of accounting documents and data through the Finance Bureau, including: payment processing, travel claims, revenues, etc.
- B2. Manage the development and implementation of on-line payment systems to be utilized within agency divisions. Ensure policies are clearly established and adhered to regarding the acceptance of on-line payments.
- B3. Serve as the agency point of contact for questions related to on-line transaction processing, system errors, etc. This includes liaison with US Bank and the State Controller's Office to resolve problems.
- B4. Establish best practices for agency financial processing. Update relevant financial policies and procedures to ensure consistent and best practices.
- B5. Develop and recommend to the Bureau Director accounting policies and procedures to ensure timely and accurate disbursement of funds, management accountability, etc. As requested, provide fiscal information to management or executive staff.
- B6. Participate on appropriate inter-agency fiscal committees and councils. Discuss and evaluate policies or practices used at other organizations, determine effectiveness for DSPS operations, work-flow, etc., and review with the Bureau Director.
- B7. Participate in agency audits by external entities such as DOA - State Controller's Office (SCO), the Legislative Audit Bureau (LAB), and the federal government,

including preparation of agency responses to audit findings and post audit change implementation.

**15% C. Provide supervision and guidance to assigned staff.**

- C1. Plan and direct recruitment, orientation, training, work assignment and review and other personnel services for financial specialist staff.
- C2. Establish and use employee objectives, performance standards, performance evaluations, and individual development plans.
- C3. Develop and revise position descriptions for financial specialist staff. Update as necessary.
- C4. Review and approve leave schedules, training requests and timesheets; assess and discuss staff training needs.
- C5. Document staff procedures and make available for others to use when needed. Provide technical direction to staff as needed.
- C6. Review and/or recommend disciplinary action (including answering first step grievances), reclassifications, layoffs, resignations and dismissals, for compliance with applicable standards and rules.
- C7. Implement the Department's Affirmative Action (AA), safety, and employee assistance policies. Assure support for AA plans, including equal access and opportunity for staff to attend training, reasonable accommodations for employees in compliance with the American Disabilities Act, etc.

**15% D. Participate as a member of the management team in the evaluation and development of the Bureau's program priorities and procedures.**

- D1. Participate in strategic business planning for the Bureau. Evaluate agency direction in regards to Department of Administration (DOA) directives and discuss with the Bureau Director how they relate to agency financial reporting and accounting projects, plans, and policies.
- D2. Establish unit work plans, priorities, and operating procedures, evaluating staff progress and work flow efficiency. Provide the Bureau Director with regular updates.
- D3. Regularly conduct a workload analysis to determine effectiveness of program processes and their efficiency (e.g. evaluate staff workloads and resource needs, etc.).

- D4. Approve and monitor the unit's fiscal expenditures, identifying any long-term budget needs for training, new systems, or equipment.
- D5. Perform other related program planning, management, and evaluation activities as assigned.
- D6. Assist the Bureau Director in special staff work as required (e.g., produce financial reports to evaluate various program operations), including serving as a back-up to the Director to complete assignments in their absence.
- D7. Perform additional tasks as requested.
- 5% **E. Provide training and access to the systems needed by financial staff throughout the Department.**
- E1. Assure divisions are able to access on-line financial reports from WISMART. Provide and/or request agency-wide reports which WISMART is unable to generate.
- E2. Oversee training to staff for WISMART upgrades and new subsystems. Make on-line WISMART help functions available to users.
- E3. Act as the department controller for the Purchase Plus system, maintain the system's buyer groups, set up new users, and delete access. Provide training to staff on the use of the purchase plus system.
- E4. Identify agency needs for system improvements and forward to Bureau Director for review. Work with DOA Division of Enterprise Technology (DET) to address needs.
- E5. Draft policies and procedures relating to system use.
- 5% **F. Perform other duties as assigned or apparent.**

### **Knowledge, Skills and Abilities**

- Knowledge of generally accepted accounting principles and practices.
- Knowledge of business management principles, including strategic methods.
- Knowledge of performance and process improvement methodologies.
- Understanding of performance management principles.
- Knowledge of data processing tools, including spreadsheets (e.g. Excel).
- Knowledge of internal accounting controls and auditing principles.
- Knowledge of effective management, leadership, and supervisory techniques.
- Strong leadership skills.

- Skill in delegation.
- Effective time management skills.
- Effective problem solving and resolution skills.
- Ability to develop, plan, and implement short- and long-range goals.
- Ability to communicate effectively in writing and verbally.
- Ability to utilize technology, including computer systems and software.
- Ability to meet deadlines.
- Ability to work in collaboration in teams.
- Ability to represent DSPS in a professional and positive manner.