

ACCOUNTING OFFICER PRINCIPAL

KIND OF WORK

Advanced professional accounting work.

NATURE AND PURPOSE

Under limited supervision, provides financial management expertise, analysis, consultation and training for a state agency; coordinates accounting operations and structures; develops and prepares biennial budgets and capital budgets; prepares financial models for long range planning, forecasting and assessment; performs related work as required.

Positions in this class differ from Accounting Officer Senior because of the greater involvement in long range planning, modeling, and consultation on an agency-wide basis. Accounting Officer Principals are part of the central financial structure of an agency. Accounting Officer Seniors maintain large state-federal or state-county accounts; oversee major statewide accounting functions in a large department, or coordinate accounting services. Factors to consider in allocation include the position's placement in overall organizational structure and the amount of involvement in operational accounting.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develops and coordinates long range planning and fiscal strategy to maximize financial resources, meet agency objectives and improve financial management by analyzing present needs and projecting future needs; developing and maintaining financial models and completing extensive analysis; developing financial policies and procedures and by participating in administrative decision making processes.

Consults with executive or agency leadership to support effective financial management and facilitate understanding by analyzing and interpreting complex financial reports; participating on financial advisory teams; coordinating or delivering training and by analyzing and preparing contract documents.

Directs and coordinates development of biennial and capital budget requests and annual spending plans to assure appropriate completion of agency requests by reviewing legislative proposals; evaluating budget requests; recommending endorsement or rejection of budget requests; proposing alternatives; advising in the completion of narrative and financial budget segments; preparing fiscal notes and by presenting the budget via individual or group presentations.

Provides technical expertise to address agency financial management needs by directing or facilitating project teams or agency workgroups dealing with issues, including structural change or financial management needs; developing requests for proposals or contract proposals and by responding to individual executive requests for specific financial services.

Develops and provides training for agency financial and management staff or individual groups in areas of financial management, agency accounting structure, reporting policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Financial management and analysis techniques sufficient to apply them to strategic and business planning, problem identification and resolution.

Advanced knowledge of generally accepted accounting principles and practices sufficient to coordinate department or agency accounting functions.

State accounting systems sufficient to access, interpret, and evaluate data, to improve formats, and to develop new financial reporting procedures and methods of analysis.

Biennial and capital budget processes sufficient to participate in development and advise others involved in the process.

State and federal statutes, rules and regulations and department or agency policies sufficient to understand impacts on agency business or fiscal systems.

Financial, statistical, database and spreadsheet software sufficient to apply to business needs.

Ability to:

Analyze data, information and legislation to evaluate potential financial impacts for agency operations and programs.

Design report structures, identify and extract appropriate information for data analysis.

Communicate orally sufficient to make individual or group presentations and explain, train, or negotiate.

Communicate in writing sufficient for drafting of technical reports or legal and technical documents and for general business correspondence.