

AGENCY CHIEF FINANCIAL OFFICER

KIND OF WORK

Executive financial managerial work.

NATURE AND PURPOSE

Under general direction, employees in this class are responsible for managing all aspects of financial activities of a major state agency. Responsibilities may include providing executive leadership, direction, and oversight to all financial planning, implementation and operation of financial management strategies and systems for an agency.

The employee in this class assumes all financial responsibilities which may include financial and budget planning, budget development and allocation, cash management, tax compliance, financial continuity, accounting, formulation and implementation of all fiscal and monetary control policies, payroll, risk management, as well as creation, alignment, and development of financial procedures, controls and systems.

As a member of an agency executive leadership team, the employee actively participates in the development of agency-wide financial and monetary policy by offering creative and innovative input to its development. The employee may serve as the primary external contact with regulatory agencies and the legislature on financial matters. This employee assumes final responsibility for the fiscal integrity of the department, accounting procedures and all internal auditing projects according to priorities established by the agency.

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

Represent the agency on financial matters in the biennial budget process, including acting as a liaison with Minnesota Management and Budget, other state agencies, the legislature, staff and stakeholders.

Confers with managerial and supervisory employees to review financial reports, status of on-going work on projects, and fiscal records.

Oversees and directs activities of various financial units in order to provide designated functions or services with minimum delay and optimum efficiency and accuracy.

Plan and direct the development, implementation and approval of all accounting, revenue and financial procedures.

Counsels and advises agency leaders on the proper use of agency financial resources.

Translate management goals and programmatic objectives into financial planning and reporting systems and develop financial budgets and operating plans from this information.

Provide leadership, supervision, and professional development for financial management staff to enhance their performance.

Oversee that the purchasing of goods and services are made within available budget amounts and within the state's policies and procedures guidelines.

Review and provide feedback regarding annual/bi-annual contractual relationships and ensure that contracts are appropriately reviewed for legal compliance.

Develop, communicate, and implement financial policies and procedures consistent with the applicable laws, regulations and state financial policies.

Analyze and interpret the financial impact of alternative goals and objectives and identify conflict which may arise between proposed agency goals and state financial policy, rules and regulations and develop recommendations for resolution.

Communicate corrective action taken and/or planned to remedy reported financial control weaknesses and resolution strategies/dates.

Direct the development of financial reporting systems and financial statements to provide accurate and operational information for agency leaders, budget activity manager and others external to the agency.

Serves as a contact point and/or resource with Legislative Auditors in their review of financial statements and financial information.

Oversee the preparation of the all various federal and state income tax withholding returns necessary to demonstrate tax compliance.

Direct the management of grants and/or funds so that their allocation and usage are in compliance with legislative intent, programmatic requirements, policies and procedures.

#### KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles and methods used in the analysis and development of sophisticated cost accounting systems, financial forecasting, economic modeling, and budget preparation.

Principles of organization management and administration including budget and accounting processes.

Principles generally accepted for accounting and auditing practices/rules and demonstrated financial expertise.

Principles of public administration, state budgeting and state legislative processes.

Thorough knowledge of the Statewide Integrated Financial Tools (SWIFT) system, the state's biennial budget system, and policies and procedures of the Department of Finance and the Department of Administration statutes relating to agency financial operations.

Skills in:

Customer service sufficient to actively listen to and understand executive management needs and provide accurate information and appropriate alternatives in a timely, thorough, courteous, respectful, and professional manner.

Managing multiple projects simultaneously sufficient to create clear and attainable project objectives, build project requirements, oversee the cost, time and scope of projects, manage project constraints, and communicate progress and end results.

Determining, developing, and executing effective financial policies and directives, in a public sector plan environment.

Budgeting sufficient to monitor and balance multiple budgets and analyze various line items sufficient to ensure that spending is within budget guidelines.

Human relations skills sufficient to lead complex financial functions that requires coordination between many agencies and persons.

Making effective presentation and communicating (verbally and in writing) on highly complex financial topics to technical and non-technical audiences.

Ability to:

Fully comprehend a variety of financial materials concerning such highly technical disciplines as investment operations, banking, accounting financial analysis and budget management.

Lead team, section and division strategic and operational planning financial efforts and make decisions that have statewide impact.

Interpret financial data to personnel who may not have a financial background.

Anticipate and critically analyze a broad range of problems and issues, determine root causes if appropriate, conceptualize and implement solutions to resolve them.

Est.: 10/85  
Rev.: 10/15

TC: 11/00  
Former Title(s): Corrections Fiscal Director