

## ACCOUNTING OFFICER COORDINATOR

### I. KIND AND LEVEL OF WORK

Under general direction, provides advanced professional analytical and consultative expertise to program managers and executive leadership to develop and coordinate strategic long range planning and operational strategies for the agency, as well as ensure policy and decision making is compliant with financial laws, rules, and best standards. Develops and coordinates long range planning and operational strategies; performs related work as required.

### II. DISTINGUISHING CHARACTERISTICS

*Positions in this class require a strong accounting background in addition to working programmatic knowledge. These positions typically serve in a leadership capacity providing financial analysis and consultation for major, complex program areas; represent the agency externally in a technical capacity; and act as a team leader over a group of professional staff. Incumbents have knowledge of multiple program disciplines and typically serve as the primary financial expert for a large segment of the agency.*

*Positions at the Accounting Officer Principal provide long-range planning, modeling, and consultation on an agency-wide basis and are responsible for developing and coordinating agency level accounting process for operational purposes. Although both classifications serve on an agency-wide basis, Accounting Officer Coordinators serve as a seasoned financial consultant that provides leadership to a significant agency function, serving as a primary financial officer for that function or business line.*

### III. EXAMPLES OF WORK/DUTIES

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

Serves as the key financial expert for a large program area or agency function by adapting to financial issues that have an agency-wide impact, supporting strategic planning, coordinating long-range planning, and identifying and prioritizing funding in alignment with the strategic goals and provides education, troubleshooting, and advice on most of the financial questions that arise.

Identifies statutory and regulatory constraints as well as funding sources such as grants, partnerships, and other methods. The incumbent is expected to research solutions must find options that are the most cost effective.

Uses project management, technical, communication, training, business analysis and survey research skills to find, develop, and coordinate business solutions to ensure that the work of the division is aligned behind its strategic goals, mission and vision. This includes defining the project scope and monitoring financial progress.

Represents the agency in technical discussions with state and federal boards and agencies. Testifies before legislative committees as a subject matter expert on a wide variety of financial issues.

Interprets and assesses impact of laws, rules and procedures policies and procedures for the central financial structure and agency programs. Develop and implement new programs, policies, or mandates.

Makes recommendations to management on policies, rules and procedures necessary to develop the agency's central financial structure. Chairs agency-wide and statewide workgroups focused on accounting and financial management. Performs research, drafts rules and policy proposals and prepares instructional materials related to funding and accounting procedures

Drafts sections of the Governor's Biennial budget to develop budget proposals by summarizing program needs and making cost projections.

Identify core agency reporting needs and data integrity issues and provide functional assistance to management and staff. Write and present requests for statewide accounting system modification.

#### **IV. KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:*

- *Theory and practice of finance as it applies to the program sufficient to recommend alternative funding methods.*
- *Research and analytical methods used in statistics and finance sufficient to provide solutions to policy questions.*
- *Law and rules regulating the financing of state programs sufficient to serve as a technical expert before state and federal agencies, boards, programs, and committees, other public forums and national conferences. Generally Accepted Accounting Principles, Uniform Financial and Reporting Standards and auditing standards sufficient to interpret and to apply them to governmental fund accounting and auditing in state programs.*
- *Governmental budgeting and legislative processes sufficient to demonstrate political astuteness to support current programs, develop budget proposals, coordinate complicated program initiatives, plan for contingencies and establish working agreements and priorities.*

*Ability to:*

- *Write reports, publications and memoranda sufficient to clearly communicate technical subjects to a diverse audience.*
- *Public communication skills sufficient to provide clear testimony in legislative committees and effective presentations to stakeholders and members of the public.*
- *Perform quantitative analysis sufficient to accurately conduct mathematical and statistical operations.*
- *Work effectively with other professionals both within the department and with stakeholders sufficient to resolve controversial issues.*
- *Provide leadership and mentoring to seasoned financial employees.*

## LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

## SPECIAL WORK CONDITIONS

N/A

## REFERENCES

Former title(s):

## REVISION HISTORY

Established 11/2019

Revised 10/2022