

FINANCE ACCOUNTING SUPERVISOR

KIND OF WORK

Advanced professional financial, technical systems, and fiscal management supervisory work in Minnesota Management & Budget.

NATURE AND PURPOSE

An employee in this class supervises a team of professional accountants and finance specialists and analysts who identify and resolve problems and develop and improve state administrative systems, policies, procedures, controls and business processes. In this capacity, the employee manages a complex function in an environment of constant change that requires coordination of the work of many, diverse state agencies and persons under managerial direction. The Finance Accounting Supervisor recommends and develops policies that have a statewide impact. Employees in this class supervise higher level accounting and finance professionals. Finance Accounting Supervisor employees possess the breadth and depth of knowledge in accounting and fiscal management, and they apply this knowledge to develop and implement solutions to a variety of problems and issues facing all levels of management and staff at state agencies.

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

Supervises a team of professional accountants and finance specialists and analysts by administering personnel policies and bargaining agreements; by monitoring and evaluating employee performance against objectives and performance standards; and by requesting the establishment of new positions, changes in allocation of vacant positions, and reallocations of filled positions so that competent staff are selected and effectively utilized.

Coaches, trains, and/or arranges for training for employees of the team by assessing individual and group training needs; by identifying available training resources and developing a training plan; by conducting one-on-one or group training; and by arranging training and development activities so that staff receive needed training and coaching.

Leads and/or participates in team, section and division strategic and operational planning efforts by serving on and chairing committees, teams and workgroups; by reviewing new legislation that significantly affects state agencies or state funds; by reading new Governmental Accounting Standards Board statements and identifying the issues and problems affecting implementation for the state; by consulting with Minnesota Management & Budget (MMB) management and staff, management and staff of other state agencies, legislators and legislative staff, state and federal auditors, and other interested or affected entities; by completing special projects and studies; by identifying potential system or business process improvements; by recommending the establishment of policies, procedures, practices and controls; by recommending and/or participating in the development of modifications and improvements to statewide systems and processes; by providing strategic planning for the division; and by resolving or delegating the resolution of problems and issues communicated by staff at state agencies so that the use of statewide administrative systems is optimized to account for, manage, and safeguard the resources available to agencies of the State of Minnesota.

Plans, supervises and/or coordinates accounting and administrative support services to state agencies by establishing goals, priorities and a work plan for the team; by assigning staff responsibilities; by supervising the documentation and dissemination of policies and procedures; by supervising the development and delivery of functional training on policies and procedures; by supervising the development and execution of strategies to communicate information to state agencies; by providing expert guidance; by acting as a functional resource; by supervising the analysis of the activities of and the work of state agencies so that state agencies have the information necessary to perform accounting and fiscal management work in accordance with Generally Accepted Accounting Principles and administrative standards, rules, policies and procedures so that state agencies understand the need for and their role in assuring adequate internal controls, state agencies provide effective financial management for their programs and that the assets of state agencies are safeguarded.

Participates in professional development activities to better meet the needs of the division and those it serves by reading relevant publications pertaining to governmental accounting and financial reporting and by attending relevant training seminars and classes.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Expert level knowledge of:

Generally Accepted Accounting Principles (GAAP) theory and concepts and practices in Minnesota; governmental GAAP theory and concepts and practices for Minnesota; internal controls; chart of account issues; appropriation process; adult learning and staff development, training and education; team dynamics and team building; state accounting systems; and state agency accounting systems sufficient to develop and implement solutions to a variety of problems and issues facing all levels of management and staff at state agencies.

Expert, extensive, or thorough level knowledge of:

Internal control evaluation and reporting concepts; audit procedures; financial reporting disclosure; state laws and regulations; employee business expense requirements; accounts receivable management practices; due process for standard setting and rule making; IRS tax laws; the Statewide Integrated Financial Tools (SWIFT); financial management; legislative process; pension accounting; accounting and reporting for colleges and universities; accounting and reporting for insurance organizations; investments and investment accounting; federal laws relating to single audit; federal laws and requirements relating to cash management; state payroll, procurement and budget systems; data processing concepts; information access - statewide data warehouse; arbitrage reporting requirements; major programs in state agencies; annual budget process; legal requirements - forgeries; data privacy laws; outcome-based performance measures; debt collection practices; biennial budget process; federal laws relating to grants; word processing, spreadsheet and database programs; information access - state application systems; State Employees Management System (SEMA4); banking processes - direct deposit, wire transfer payments; and banking processes - check clearing, wire transfer receipts sufficient to develop and implement solutions to a variety of problems and issues facing all levels of management and staff at state agencies.

Knowledge of:

Bargaining unit agreements, compensation plans and personnel laws, rules, regulations, policies, and procedures sufficient to administer personnel policies and bargaining unit agreements.

Project management sufficient to establish goals and priorities, to develop a work plan, to meet timelines established, to lead teams, and to work effectively with other divisions, agencies, and stakeholders.

Skill in:

Human relations sufficient to handle conflict situations and to work effectively with a variety of individuals at all levels at state agencies in order to resolve issues, gain agency cooperation, and accomplish business objectives.

Abstract/complex reasoning, creative problem solving, and analytical problem solving sufficient to comprehend and interpret accounting and fiscal data; to identify ways to obtain data needed for financial reporting; to assist agencies in identifying and establishing internal controls; to organize existing resources; to implement new technologies; to develop new or improved accounting methods and procedures; and to efficiently accomplish work within deadlines.

Ability to:

Plan, assign, and direct the work of professional accountants and finance specialists and analysts.

Assess individual and group training needs.

Coach employees, conduct one-on-one training, and conduct group training sufficient to disseminate information, to improve individual and team performance, and to promote team development.

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

Identify potential system or business process improvements.

Recommend the establishment of internal policies, procedures, practices and controls.

Effectively communicate complex, technical information verbally and in writing.

Respond to changing conditions and adapt to new laws, codes, etc., that require an awareness of new or alternative methods and techniques in order to develop or change procedures, forms, and reports.

Respond with flexibility to constant changes caused by external forces such as law changes, IRS changes, state(s) revenue department changes, Social Security Administration changes, and union contract changes.