Financial Manager/Comptroller III

Basic Purpose

Positions in this job family are assigned responsibility for planning and directing financial accounting, budgeting, auditing, investments, cash management and other fiscal operations and functions. This includes directing staff activities in maintaining, analyzing and reporting financial accounting data, developing appropriate accounting systems, establishing necessary financial controls, approving various expenditures and obligations, planning and conducting internal and external audits, developing budget work programs and recommendations concerning appropriations, and similar functions. Some positions may also be assigned responsibility for directing other agency functions, such as Administration, Personnel, or Procurement and Supply.

Typical Functions

Typical Functions

- Plans, directs and coordinates fiscal operations and financial accounting functions or assists in the planning and direction of such functions.
- Develops accounting systems and procedures for recording revenues and expenditures; directs the maintenance of accounting records concerning appropriations or other revenues, payroll expenses, supply and equipment purchases, travel expenses, contracting costs, and other financial transactions.
- Plans and directs operational or financial audits and other reviews to insure financial accountability, insure compliance with established standards, and enhance agency operating procedures.
- Directs the preparation of financial statements and reports.
- Reviews and approves obligations and expenditures as needed.
- Establishes necessary fiscal controls to insure appropriate accountability for revenues and expenditures.
- Directs the review and preparation of budget work programs; reviews and approves agency budget requests and makes recommendations concerning the state budget.

Level Descriptor
**Level Descriptor**

At this level employees are assigned responsibility for assisting in the direction of the fiscal operations and accounting activities of an agency which is large in size and scope or in managing multi-agency or statewide financial programs. This may include those with an FTE authorization of more than 700, a budget or financial accounting or management responsibilities exceeding fifteen million dollars or an accounting staff of more than ten employees. Employees at this level will function as an assistant comptroller or assistant director of the Finance Department with responsibility for providing direction to other division and section managers in providing required fiscal and financial services.

**Knowledge, Skills, Abilities and Competencies**

Knowledge, Skills and Abilities required at this level consist of knowledge of generally accepted accounting principles and theories; of governmental accounting principles; of budgeting and auditing theories and techniques; of financial statements and reports; of accounting ledgers and journals; of cost accounting; of procurement laws and regulations; of computer technology related to accounting systems; and of supervisory principles and practices. Ability is required to direct the work others; to review and analyze financial records; to prepare financial reports and statements; and to communicate effectively.

**Education and Experience**

Education and Experience requirements at this level consist of a bachelors degree in accounting, business, public administration or a closely related field and five years of experience in professional accounting or auditing or closely related work, including two years in a supervisory or administrative capacity; or an equivalent combination of education and experience, substituting one additional year of professional accounting or auditing experience for each year of the required education.

**Special Requirements**