

COMPTROLLER

Nature of Work: Under administrative direction, performs administrative and professional accounting work in directing the financial, accounting, personnel, purchasing, and management information activities of a state agency or district. Plans, organizes and maintains an accounting system on a computer system encompassing transactions. Manages a system or service for the purchase of supplies and equipment. The position has wide latitude for the exercise of independent judgement. Supervision is exercised over a staff of professional accounting and clerical employees. Performs related work as required.

Examples of Work

- Plans, organizes, directs and supervises the accounting, financial, management information, personnel and purchasing functions of an agency or district.
- Coordinates budget requests and oversees adherence to budgetary limits for compliance with established procedures and proper reporting functions.
- Monitors and prepares payroll, personnel transactions, equipment rental, inventory transactions, expense accounts, journal vouchers, authorizations, and maintenance expenditure reports.
- Reviews and approves financial records, documents and reports; prepares and maintains reports and records.
- Schedules, reviews and approves the work of subordinates; trains subordinate personnel.
- Maintains and monitors inventories of furniture, office and computer equipment and supplies.
- Confers with vendors, utility companies, state agencies and local governments to resolve billing, service and payment problems, purchase equipment, establish new services and administer contracts.

Knowledge, Skills and Abilities

- Knowledge of budgeting, auditing, and governmental accounting principles, practices, policies and methods.
- Knowledge of state fiscal and purchasing systems and procedures.
- Ability to prepare payroll, personnel, financial, purchasing, accounting reports and records.
- Ability to apply laws, regulations, policies and practices of accounting.
- Ability to manage the work of a staff of employees.
- Ability to establish and maintain effective working relationships with other employees, officials and the general public.
- Ability to operate a computer and computer software.

COMPTROLLER (CONT'D)

Minimum Qualifications

Training: Graduation from an accredited college or university with a major in business or public administration, finance, economics, accounting or mathematics including at least six hours in accounting.

Substitution: Experience as described below may be substituted for the required training on a year-for-year basis.

Experience: Four years of full-time or equivalent part-time paid experience in bookkeeping, accounting or auditing, including two years in an administrative or supervisory capacity.

Established: 10/21/93
Effective: 11/15/93