

DEPUTY DIRECTOR, FINANCE DIVISION**Nature of Work**

Under the administrative direction, performs complex administrative work in assisting the Director of the Finance Division in planning, organizing, and directing the programs, functions and activities of the division or managing the development and production of the Comprehensive Annual Financial Report (CAFR) of the State, the Statewide Cost Allocation Plan (SWCAP), and the Single Audit. Performs a policy-making role that will include specialized work in areas such as report-writing, preparation of governmental financial statements, issuance of statewide policies related to systems and financial reporting and technical research. The position has wide latitude for the exercise of independent judgment and will act as a principal adviser to the Director of Finance and Comptroller. Assists in budget planning and budget operations for all state agencies, daily expenditures of state agencies and management accounting system for state government. Performs related work as required.

Examples of Work

- Recommends and oversees the development of procedures and guidelines for use by agencies in the preparation of annual budget requests and expenditure schedules.
- Assists the director in the preparation of the Governor's Executive Budget for presentation to the state legislature.
- Plans, organizes, directs and supervises the financial, accounting and management information of the Financial Accounting and Reporting Section (FARS).
- Assists the director in the maintenance of computerized budget systems in monitoring expenditures; assists in the development and implementation of a statewide management accounting system; assists in the preparation and analysis of revenue projections and revenue collection reports.
- Oversees the preparation and review of financial reports completed, as well as working papers, footnotes and other schedules completed by FARS.
- Manages day-to-day operations of the agency in the director's absence.
- Directs training for state agencies on financial reporting requirements and Generally Accepted Accounting Principles (GAAP).
- Recommends, develops and implements policies and procedures governing the operation of the division.
- Represents the director at various functions and meetings.
- Plans, organizes and directs the work of subordinates.

Knowledge, Skills, and Abilities

- Knowledge of the state accounting/fiscal system and budget cycle.
- Knowledge of GAAP, auditing and governmental accounting principles, practices, policies and methods.
- Knowledge of the organization and function of the various agencies of state government.
- Knowledge of planning and systems analysis techniques.
- Knowledge of the current methodologies in budget planning and analysis.

DEPUTY DIRECTOR, FINANCE DIVISION (CONT'D)

Knowledge, Skills, and Abilities (cont'd)

- Knowledge of the principles of accounting.
- Skill in the use of system analysis techniques.
- Ability to supervise staff.
- Ability to develop and implement complex budget analysis procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, agency officials and public officials.

Minimum Qualifications

Training: Bachelor's degree from an accredited college or university with a major in accounting, business or public administration, economics, finance, computer science or planning.

Experience: Five (5) years of full-time or part-time equivalent paid experience in budget planning and preparation at the state, federal or comparable level, or in business administration or accounting, two of which must have been in a supervisory or administrative capacity.

Substitution: A Master's degree in public or business administration, economics, finance, or computer science may substitute for one year of the required experience.

Established: 05/16/02
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