

CHIEF OF FISCAL MANAGEMENT**Nature of Work**

Under administrative direction, this is highly complex professional and administrative work directing the Financial and Management Services Division in the Department of Administration. The scope and complexity of the work is based in the statutory budget and financial management purview of the department, including: development and execution of the multi-billion dollar state budget, directing the state centralized financial information management system (FIMS), planning, reporting and control of state expenditures; development and production of the comprehensive annual financial report (CAFR), development and implementation of statewide accounting reporting policies and procedures (FARS); revenue projections research; finance planning for public projects including bonds; and, risk analysis research. This position functions as a key policy advisor to the Secretary of Administration, the Governor, and other executive and legislative branch officials. Plans, organizes, directs and evaluates the activities of the division. Secures, trains, assigns and evaluates managerial, supervisory and professional employees. Conducts or directs special studies as required. Performs related work as required.

Examples of Work

- Develops and executes comprehensive fiscal policy and fiscal control methods and procedures.
- Directs government-wide programs encompassing the full range of budget and financial management activities for all state agencies.
- Directs programs involving the most complex budget and fiscal policy issues requiring the development and application of new approaches to fiscal management.
- Acts as a key policy advisor in management planning, policy development and decision making relating to state fiscal policy and financial management; serves on high level management committees in the same area.
- Advises the Governor, Secretary of Administration and state administrators on complex and long range fiscal issues; presents and defends fiscal policies before legislative committees and other public forums.
- Plans, organizes, directs and evaluates the programs and activities of the division.
- Coordinates the preparation of fiscal and revenue projections in conjunction with budget preparation, public project finance planning and related issues.

CHIEF OF FISCAL MANAGEMENT (CONT'D)

Examples of Work (cont'd)

Provides expert advice to agency management on the development of budgetary and fiscal policy, improvements in fiscal reporting, and cost effectiveness of programs and budget priorities.

Coordinates the provision of staff support to agency executives and program managers, recommends alternative fiscal plans, and forecasts the adequacy of available fiscal resources to meet long-range needs.

Knowledge, Skills and Abilities

Knowledge of generally accepted accounting principles.

Knowledge of the principles of governmental accounting and budgeting.

Knowledge of the principles of public finance.

Knowledge of uniform accounting systems.

Knowledge of the principles of organization and management.

Knowledge of the methods of financing and amortization of publicly financed projects.

Knowledge of security markets with emphasis on government bonds.

Knowledge of business research techniques and statistical principles and procedures.

Ability to plan, organize, direct and evaluate the work of others.

Ability to analyze complex budget and financial information and practices.

Ability to develop and implement new procedures and complex budgeting and accounting systems.

Ability to analyze data and draw sound conclusions.

Ability to prepare clear and concise reports; to speak and write effectively; to persuasively present information on complex financial and budget issues.

Ability to establish and maintain cooperative relationships with public officials, administrators, employees and the general public.

Ability to negotiate effectively with state officials, legislators and interest groups.

Minimum Qualifications

Training: Graduation from an accredited four year college or university with a degree in accounting, economics, finance or business administration.

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CHIEF OF FISCAL MANAGEMENT (CONT'D)

Minimum Qualifications (cont'd)

Experience: Five years full- or equivalent part-time paid experience in fiscal management, budget preparation and revenue projections.

Special Qualification: Successful applicant must possess either a current licensure as a certified public accountant (CPA) **OR** a masters degree in business administration (MBA) from an accredited college or university.

Established: 05/16/02

Effective: 07/01/02