

CLASS TITLE: ADMINISTRATOR, FINANCIAL MANAGEMENT

Class Code: 02644400

Pay Grade: 37A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible and accountable for the proper receipt and disbursement of departmental funds and to insure that these funds are used for the purpose for which they are allotted; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of initiative and independent judgment; work is subject to periodic review for conformance with federal and state laws, policies and departmental objectives.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of a professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible and accountable for the proper receipt and disbursement of departmental funds and to assist in the assurance that these funds are used for the purposes for which they are allotted.

To be responsible for planning, developing and formulating the departmental budget, including both state and federal resources; and to be responsible for the coordination and preparation of the Capital Development Plan.

To be responsible for the preparation of an annual fiscal plan, which enables the allocation of resources in accordance with the Department's stated goals and objectives.

To provide, as appropriate, direction to programs relating to revenue and benefit collection such as parental support, medical benefits, third party payments, etc.

To be accountable and responsible for the proper receipt and disbursement of Bond Allocation Funds and to maintain necessary documentation for the use of such funds.

To interface with federal funding sources to insure that all eligible federal resources are made available to the Department; to prepare cash estimates and reports of expenditures in order to maintain a positive cash flow in all federal accounts; to be responsible for revisions of cost allocation plans to meet changing federal regulations; to oversee preparation of the Federal Indirect Cost Proposal and to negotiate with federal officials; to be responsible for responses to federal audits.

To provide direction in the creation of financial systems and procedures that are beneficial to the Department's administration of its programs.

To serve as a fiscal resource to departmental leadership in the decision-making process by providing analyses, data and fiscal judgment.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge and understanding of the principles and techniques of public administration; a thorough knowledge of accounting procedures practiced in state government; the ability to prepare, analyze and present departmental budgets and estimates of anticipated expenditures and receipts; the ability to identify problems and work interdependently with other staff in the Department, with members of the public and other state departments and federal agencies; the ability to supervise the work of a staff engaged in financial management and budget preparation; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree in Business Administration with a major in Accounting and Finance; and

Experience: Such as may have been gained through: extensive employment in a responsible administrative position involving budgeting and financial control and federal reporting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: August 28, 1988

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