

CLASS TITLE: ASSISTANT ADMINISTRATOR, FINANCIAL MANAGEMENT

Class Code: 02644300

Pay Grade: 34A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist with 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; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a supervisor 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: Assist in the planning coordinating, supervising and reviewing the work of a professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist with 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 provide assistance in planning, developing and formulating the departmental budget, including both state and federal resources; to assist in the administration of those budgeted resources; and to assist in the coordination and preparation of the Capitol 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 prepare and administer the departmental monthly variance report and to review any deficiency with appropriate department personnel.

To supervise operation of the business offices as they relate to computer function and work flow of day-to-day activities.

To assist in the preparation of the departmental budget by developing all schedules and necessary data; to include in schedules comparisons between various time periods and projected rates of increase or decrease in expenditures.

To supervise and be accountable for the reconciliation of all departmental imprest funds various divisions and programs which utilize 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 supervise preparation of the Federal Indirect Cost Proposal and to negotiate with federal officials; to be responsible for responses to federal audits.

To assist in providing 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 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 assist in the supervision 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: 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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