

CLASS TITLE: ASSOCIATE CONTROLLER

Class Code: 02643100
Pay Grade: 43A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for administering the daily operational functions for the Office of Accounts and Controls in processing state disbursements; administering the accounting and reporting, policy, procedures, research and control functions; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Controller who assigns duties and responsibilities and reviews work upon completion for conformity with state law, policies, procedures and accepted governmental accounting practices.

SUPERVISION EXERCISED: Plans, organizes, assigns and reviews the work of accounting, technical and clerical staff; reviews work in process and upon completion for accuracy, adequacy and conformance with law, policies and accepted accounting practices and procedures.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for administering the daily operational functions for the office in processing state disbursements.

To oversee daily operations of all sections including: accounts payable; general preaudit; verification/data entry; payroll preaudit; financial reporting; accounting; and administration.

To conduct long-range and short-range planning of functions and staff to ensure timely and accurate processing of disbursements.

To develop, plan and implement functional or automated systems.

To document operational policies and procedures and provide information in the conduct of research on questions of legality, propriety, or policy.

To oversee, supervise, and conduct performance appraisal of all units including payroll audit, general audit, accounts payable, verification/data entry, financial reporting, accounting and administration.

To work closely with the Controller to set and implement policy, budget, and planning efforts for the Office.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of governmental finances and fund accounting and the payroll preaudit, general preaudit, and accounts payable functions of the state; a thorough knowledge of the principles and practices of the state's accounting system; a working knowledge of the techniques and procedures used in the preparation and presentation of accounting data by use of electronic data processing equipment; the ability to design, analyze and interpret complex accounting systems, procedures and financial reports; the ability to supervise the maintenance of the state's governmental accounting system; the ability to plan, organize, supervise and review the work of a professional, technical and clerical staff engaged in governmental accounting work; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in finance, accounting, business management, or public administration; and

Experience: Such as may have been gained through: five years experience in finance, accounting or public management, including some work at a responsible administrative or management level.

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

Class Revised: July 4, 1999

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