

CLASS TITLE:

**CHIEF HUMAN SERVICES
BUSINESS OFFICER**

Class Code: 02648500

Pay Grade: 33A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the direction and supervision of the fiscal, accounting control, office management and/or field auditing services of a division within a human services agency; to provide various business management functions such as purchasing, storekeeping, and budget preparation; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement; work is reviewed through written reports, financial statements and consultations.

SUPERVISION EXERCISED: Plans, assigns, organizes, supervises and reviews the work of professional and clerical subordinates; reviews work in process and upon completion for accuracy and compliance with prescribed procedures and directives.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the direction and supervision of the fiscal, accounting control, office management, or field auditing services within a human services agency or one of its divisions or agencies.

To be responsible for the administration of all business management functions involving the supervision and control of complex accounting, budgeting, and other fiscal activities involved in, or related to, the expenditure of state and federal funds.

To plan, organize, coordinate and supervise the work of field personnel engaged in auditing expenditures under a complex specified program to insure their authorization and compliance with governing standards and regulations.

To assist in the preparation of divisional or departmental budget requests and to assist in maintaining a budgetary control over all departmental funds ensuring the legality and propriety of expenditures by divisions, sections, agencies, or units of the department.

To be aware of federal regulations and guidelines pertaining to federal monies to be used in providing assistance payments, social services, and other federal and state programs.

To train accounting and fiscal employees in the methods, techniques and procedures used by the department in maintaining accounts and records.

To prepare and direct the preparation of various monthly, quarterly, semi-annual, and annual reports and financial statements required by various units of state government and by the federal Departments of Agriculture, and Health and Human Services to insure the efficiency and economy.

As required, to plan, organize, supervise and direct the work of a staff primarily engaged in fiscal management operations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of accounting; a thorough knowledge of the principles of corporate and governmental finance; a thorough knowledge of the principles and techniques of budgeting; a thorough knowledge of federal guidelines for utilizing federal grant monies; the ability to analyze and interpret accounting systems and procedures; the ability to prepare audit reports and financial statements, including federal financial status reports; the ability to plan, organize, supervise and direct the work of subordinates engaged in professional auditing, accounting, or other fiscal management operations; 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 Accounting or Business Administration; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory position in a public agency or in private industry involving advanced professional accounting and/or advanced professional auditing work.

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

Class Revised: March 19, 2006