

CLASS TITLE: FINANCIAL REPORTING MANAGER (OFFICE OF ACCOUNTS AND CONTROL)

Class Code: 02645500

Pay Grade: 39A

EO: A

GENERAL STATEMENT OF DUTIES: To be responsible for compliance with accounting standards, financial statement preparation and coordination of subsequent audit process with external auditors; 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 for the integrity of the statewide financial reporting process and related financial controls.

To manage the preparation of the Comprehensive Annual Financial Report (CAFR), maintaining the highest quality, reliability and accuracy.

To monitor and ensure timely identification and compliance with evolving accounting standards and guidelines pertaining to the CAFR.

To create, implement and maintain comprehensive accounting policy documents applicable to all State agencies and departments to improve clarity and consistency.

To oversee estimates, revenue recognition, and other complex technical accounting issues related to the State's CAFR.

To serve as a liaison with external auditors regarding interim and year-end audits for all state agencies and departments.

To assist in the centralized monthly close process, including the review of journal entries, reconciliations and analyses of accounts.

To stay current on accounting literature, research technical accounting areas and other significant accounting transactions, prepare technical memos and presentations as required by the State Controller's Office.

To implement, document and maintain reporting procedures to comply with internal control requirements.

To communicate and explain accounting issues and evolving accounting guidance to the senior management team and other personnel within the state agencies.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of complex accounting principles and auditing standards; the ability to identify, interpret, and implement evolving accounting guidelines; the ability to prepare and analyze financial statements or other financial documents; the ability to identify problems and work interdependently with other staff in the department, with members of the public, other state departments and federal agencies; the ability to formulate and implement solutions in an efficient manner; the ability to manage staff; the ability to effectively lead special projects when they arise; the ability to interpret State and federal laws rules and regulations; the ability to communicate effectively with public officials throughout the State; the ability to perform other accounting related tasks.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree in accounting or finance and a professional designation of Certified Public Accountant CPA; and
Experience: Such as may have been gained through: employment in a highly responsible role in the field of accounting or auditing.

Class Created: March 10, 2013