

**CLASS TITLE: PRINCIPAL DLT BUSINESS OFFICER**

**Class Code: 02643500**  
**Pay Grade: 27A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist a superior in the planning, organization, and operation of a complex governmental accounting and budgetary system within the Department of Labor and Training (DLT); to assist in supervising various business management functions for DLT such as purchasing, storekeeping, and budget preparation; to plan, supervise and review the work of fiscal staff who monitor the fiscal controls of external contractors and consultants; and to do related work as required.

**SUPERVISION RECEIVED:** Works under general supervision of a superior with wide latitude for the exercise of independent judgment and initiative; objectives and policies are determined in consultation with a superior or reviewed by the superior on their inception; work is appraised by results accomplished and is usually completed independently.

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

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist a superior in the planning, organization, and operation of a complex governmental accounting and budgetary system within the Department of Labor and Training (DLT); to assist in supervising various business management functions for DLT such as purchasing, storekeeping, and budget preparation; to plan, supervise and review the work of fiscal staff who monitor the fiscal controls of external contractors and consultants; and to do related work as required.

To control expenditures and provide budgetary and cost control expertise; to perform specialized and technical budgetary and accounting functions.

To review contracts proposed by DLT to insure accuracy and appropriateness to state and/or federal regulations.

To assist a superior in the formulation of policies, plans and objectives connected with the administration of business management services for DLT.

To assist DLT program staff in analyzing federal regulations and guidelines pertaining to the federal programs administered by DLT, and sub-contracting federal funds to organizations to accomplish similar objectives.

To plan, supervise and review the work of fiscal staff who analyzes reports submitted by external training contractors to determine accuracy of reports and compliance with state and federal regulations.

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 Department of Labor, to insure the efficiency and economy of business management services within the Department of Labor and Training.

As required, to plan, organize, supervise and direct of 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, practices and methods applied in the planning, organization, and operation of an advanced and complex accounting system; a working knowledge of federal and state accounting guidelines and procedures; the ability to apply such knowledge's; the ability to utilize the Federal Financial Accounting Reporting System (FARS) in order to develop financial reports and analyses; the ability to analyze accounting systems and procedures; the ability to analyze and prepare financial statement; the ability to perform difficult and technical accounting duties; the ability to instruct subordinates in the interpretation and application of statutes, regulations, rules and policies; the ability to maintain good working relationships with representatives of the various state departments, agencies, and external contractors; 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: employment in a responsible supervisory position in private industry involving advanced professional accounting; or, in a public agency dealing with governmental accounting, budgeting, reconciliation's and other related business management functions.

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

Class Created: May 15, 1994

Editorial Review: 3/15/03

