

CLASS TITLE: SENIOR DLT BUSINESS OFFICER

Class Code: 02643400
Pay Grade: 24A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise and perform business management functions of an advanced nature; to maintain accounting records within the Department of Labor and Training (DLT); and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior whom general directions and guidance are received; work is reviewed periodically to assure accuracy and appropriateness.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews the work of subordinate staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise and perform business management functions of an advanced nature; to maintain accounting records within the Department of Labor and Training.

To perform supervisory professional duties in connection with the maintenance of the Department of Labor and Training accounting system, including; maintaining control accounts for financial transactions; preparing financial statements and related reports; supervising and reviewing the work of employees engaged in the maintenance of subsidiary and supporting records; and analyzing internal accounting methods and procedures for the purpose of developing necessary improvements.

To assist in the maintenance of divisional or departmental appropriations and other accounting records within the Department of Labor and Training.

To assist in analyzing, revising, and coordinating accounting and control records, methods, and procedures in the Department of Labor and Training.

To establish and monitor proper accounting procedures regarding fiscal forms, records, internal control, and fund accounting systems for external contractors and consultants providing employment and training services.

To maintain proper accounting procedures regarding fiscal forms, records, internal control, and fund accounting systems for the Department of Labor and Training.

To assist in the preparation of state and federal budget submissions on behalf of the Department of Labor and Training; to plan, install, and supervise the maintenance of an appropriation accounting system; and to supervise the preparation of monthly, quarterly, and annual reports.

To perform supervisory duties involving assigning and reviewing the work of accounting and clerical employees in the Department of Labor and Training.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of accounting; the ability to utilize the Federal Financial Accounting Reporting System (FARS) in order to develop financial reports and analyses; the ability to analyze and interpret accounting systems and procedures; the ability to prepare reports and financial statements, including Federal Financial Status Reports; the ability to plan, supervise and review the work of subordinates engaged in professional 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 Accounting or Business Administration; and

Experience: Such as may have been gained through: employment in a responsible 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 Created: May 15, 1994

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