

**CLASS TITLE: SENIOR HUMAN SERVICES
BUSINESS OFFICER**

**Class Code: 02648300
Pay Grade: 25A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise and perform highly professional auditing and/or advanced accounting work of a highly complex nature; to maintain accounting records within a human services agency; to conduct financial audits of non-profit community organizations; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from 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 professional staff and clerical subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform supervisory professional duties in connection with the maintenance of 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 a human services agency.

To assist in analyzing, revising, and coordinating accounting and control records, methods, and procedures.

To supervise and participate in conducting financial audits of non-profit community organizations, including nursing homes.

To prepare, or supervise the preparation of, financial statements and related auditing records in connection with the reporting of information obtained during an audit and to make recommendations to supervisors based on the results of the audit.

To maintain proper accounting procedures regarding fiscal forms, records, internal control, and fund accounting systems for a human services agency.

To assist in the preparation of state and federal budget submissions on behalf of the agency; 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 professional accounting and clerical employees.

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 working knowledge of the principles of corporate and governmental finance; 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, supervise and review the work of subordinates engaged in professional auditing and/or 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 Revised: March 19, 2006