

**CLASS TITLE: SUPERVISING DLT BUSINESS OFFICER**

**Class Code: 02643600**

**Pay Grade: 32A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the direction and supervision of a major component of the financial management division within the Department of Labor and Training (DLT) utilizing the Federal Financial Accounting Reporting System (FARS); to assure reconciliation of FARS to the State Accounting System; to perform advanced accounting work of a highly complex nature; to provide various financial management functions for the Department of Labor and Training, including purchasing and budget preparation; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direction 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, technical and clerical staff; reviews the 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 a major component of the financial management division within the Department of Labor and Training utilizing the Federal Financial Accounting Reporting System (FARS); to assure reconciliation of FARS to the State Accounting System; to perform advanced accounting work of a highly complex nature; to provide various financial management functions for the Department of Labor and Training, including purchasing and budget preparation; and to do related work as required.

To be responsible for the direction and supervision of individuals within the fiscal unit who are engaged in the review of external contracts, budgetary planning, governmental reporting and related technical duties.

To be responsible for the administration of various 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 assist in the preparation of divisional or departmental budget requests for DLT, and to assist in maintaining 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 benefit payments, employment services, and other federal and state programs.

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

To train accounting and fiscal employees in the methods, techniques and procedures used by the department in maintaining accounts and records; to establish and monitor proper accounting procedures regarding forms, records, internal control, and fund accounting systems for external contractors and consultants providing employment and training services.

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 within the Department of Labor and Training.

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, practices and techniques required in directing, planning, organizing and operating an advanced and complex accounting system; a thorough knowledge of the principles of state governmental accounting; a thorough knowledge of the principles and practices of accounting for federal funds utilizing the Federal Financial Accounting Reporting System (FARS); a working knowledge of the techniques and procedures used in the preparation and presentation of accounting data by the use of electronic data processing equipment; the ability to analyze and interpret a highly complex federal financial accounting system; the ability to prepare and analyze complex financial reports and final statements; the ability to maintain and supervise the maintenance of federal and state governmental accounting systems; the ability to plan, organize, supervise and review the work of a professional and clerical staff engaged in accounting activities; 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 through: employment in a supervisory position in the maintenance of a complex corporation or state government accounting system entailing budgeting, contractor monitoring, internal reconciliation's, and 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