

# CLASSIFICATION SPECIFICATION

## Collegewide Fiscal Administrative Officer

FT/PT Class Code: 3098, 3598      Pay Grade: B/C 18      FLSA: Exempt      Est. 09/24/12

**SUMMARY STATEMENT:** An incumbent in this Collegewide position is responsible for all daily accounting and auditing functions, financial reporting, fiscal record keeping, and the development, modification, and implementation of financial controls. In addition, an incumbent plans, coordinates, and supervises Office of the President accounting staff.

### NATURE AND SCOPE:

An incumbent typically reports to an administrative supervisor who has other broader responsibilities for the department's total support/staff functions. Work requires evaluative thinking and is carried out in accordance with federal and/or state standard accounting practices while providing total fiscal management of a department's financial activities and fiscal policies and providing analyses and recommendation to administrators.

### PRINCIPAL ACCOUNTABILITIES:

***An incumbent may perform any combination of the below listed accountabilities:***

1. Responsible for all accounting and auditing functions, financial reporting, fiscal recordkeeping, and the development, modification and implementation of financial controls. Monitors all financial transactions to ensure compliance with all federal, state and agency rules, regulations, policies, and procedures.
2. Plans, organizes, directs and implements financial systems and procedures through a unit of subordinate fiscal professional, paraprofessional and administrative support staff. Serves as a primary financial system (First State Financials (FSF) Business Manager final approval level) on all operating and grant/award budget establishment and accounting transactions. Performs monthly FSF reconciliation.
3. Provides fiscal management information, reports, and briefings to top agency management, fiscal representatives from other State of Delaware agencies, or federal grant agencies. Monitors Collegewide ledgers and all fiscal activity. Serves as First State Financials (FSF) Business Manager final approval level. Performs monthly FSF reconciliation. Manages periodic grant/award required reporting, FFATA (FSRS.gov) reporting, grant/award draws, and FISAP reporting. Provides IPED and GAAP reporting support to the Assistant Vice President for Finance.
4. Serves as the fiscal lead on major Collegewide grants. Performs grants management functions/reviews (including SPOC, FM/OMB, and FSF Module processing), Financial Aid, cash management and all process flows and policy reviews.
5. Provides counsel, direction and training to campus staff concerning fiscal policies and procedures to ensure Collegewide consistency and preclude delays in processing and to resolve discrepancies, deficiencies, accounting errors, etc. for work in process.

### **PRINCIPAL ACCOUNTABILITIES, cont'd:**

6. Serves as the point person in updating Collegewide Fiscal Guidelines.
7. Conducts preliminary analysis and/or forecasting of fiscal matters for the Assistant Vice President for Finance.
8. Maintains documents, contracts, files, and other applicable documents in storage for use in reconciliations, reports, and audits.
9. Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of the methods and techniques used in complex financial accounting and accounting data analysis.
- ◇ Knowledge of State and Federal accounting principles, accounting/reporting systems, budgetary processes, and auditing procedures.
- ◇ Knowledge of applicable federal, state and private laws, rules, regulations and procedures.
- ◇ Knowledge of State and departmental computerized financial management systems.
- ◇ Knowledge of recordkeeping and report preparation techniques.
- ◇ Knowledge of supervisory methods and techniques.
- ◇ Knowledge of word processing, database management, spreadsheet, and presentation software.
- ◇ Excellent organization, interpersonal and communication skills.
- ◇ Excellent critical and analytical thinking skills.
- ◇ Skill in reconciliation and consolidation of ledgers and statements.
- ◇ Skill in the evaluation and analysis of financial and accounting data.
- ◇ Skill in understanding, interpreting and applying policies, rules and regulations.
- ◇ Ability to interpret and forecast budgets.
- ◇ Ability to establish and maintain effective working relationships with individuals in state, local and federal government agencies and the public.

### **MINIMUM QUALIFICATIONS:**

- ◇ Bachelor's degree in a relevant field and four (4) years of accounting experience to include experience in governmental accounting and in the interpretation and application of federal and state laws, rules, and regulations; or other equivalent combination of education and experience.