

CLASSIFICATION SPECIFICATION

Senior Fiscal Administrative Officer

FT/PT Class Code: 3082, 3582 Pay Grade: B17 FLSA: Exempt Rev. 04/09/12

SUMMARY STATEMENT: The incumbent is responsible for the planning, coordinating and supervising a unit of subordinate fiscal exempt and non-exempt technical and administrative support staff for the Business Services Division of a campus or for the Finance Division in the Office of the President.

NATURE AND SCOPE:

An incumbent typically reports to an administrative supervisor who has broader responsibilities for support and staff functions. Work requires evaluative thinking and is carried out in accordance with state standard accounting practices. A significant aspect of this work is coordinating daily business office operations and providing the Director of Business Services (Assistant Vice President for Finance in the Office of the President) work analysis information and recommendations.

PRINCIPAL ACCOUNTABILITIES:

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

1. Provides supervisory direction, guidance and training to subordinate staff. Develops and implements training programs to accounting and campus staff.
2. Assigns and reviews the work of fiscal professional, paraprofessional and administrative support staff engaged in fiscal programs.
3. Supervises the assembling of budget requests, to include back-up data from a variety of sources, and conferring with college deans/directors to advise of requirements of budget hearing and methods of presentation.
4. Ensures programs are operated according to applicable fiscal procedures and guidelines by overseeing the conduct of comprehensive audits and analysis of appropriate activities.
5. Approves payment of state and federal funds to ensure control over expenditures.
6. Assists in the design, development, implementation, and interpretation of policies, procedures, and programs in areas of responsibility including cash control procedures and college fiscal guidelines.
7. Compiles financial data, reports and records from various fiscal units or departments within the college to provide comprehensive fiscal management.
8. Serves as a liaison with external auditors and other financial units within campus regarding all financial aspects of the college.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of accounting theories, concepts, principles and standards.
- ◇ Knowledge of state accounting methods and techniques.
- ◇ Knowledge of general and governmental accounting principles.
- ◇ Knowledge of State, federal and college policies, procedures, and regulations
- ◇ Knowledge of budgets.
- ◇ Knowledge of supervision and team building.
- ◇ Knowledge of spreadsheet software.
- ◇ Knowledge of state and departmental computerized financial management systems, including data entry and correction procedures.
- ◇ Excellent organizational, interpersonal, and communication skills.
- ◇ Excellent critical and analytical thinking skills.
- ◇ Knowledge of word processing, database management, spreadsheet, and presentation software.
- ◇ Skill in conducting business and operational assessments.
- ◇ Ability to maintain accurate, current accounting records.
- ◇ Ability to assemble and analyze financial and accounting data and make recommendations.
- ◇ Ability to communicate effectively, both orally and in writing.
- ◇ Ability to establish and maintain effective working relationships with individuals in state, local and federal government agencies and the general public.
- ◇ Ability to supervise staff.
- ◇ Ability to plan and review the work of accounting staff.
- ◇ Ability to prepare and explain a variety of financial reports.
- ◇ Ability to train staff.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and four (4) years of relevant experience to include experience administering a budget; or other equivalent combination of education and experience.