



Accounting and Finance - Director

Characteristics of Work

This is administrative and supervisory work involving fiscal, accounting and business service functions. Duties include the application of professional accounting principles and techniques in the analysis of the agency's functions to determine the accuracy and effectiveness of its accounting system; the supervision of the maintenance of ledgers, controls and balances; and the preparation of fiscal statements and analyses. Emphasis is placed upon supervisory responsibilities involved in developing, implementing, and modifying the agency's accounting system. Supervision is received from an administrative superior.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Directs the operations of the staff in the accounting and finance department.

Directs the development, installation and modification of accounting systems.

Directs the preparation of payrolls, preauditing functions, and various other related accounting and clerical-accounting activities.

Develops and maintains financial records, reports, statements, accounting procedures and forms, and required fiscal reports for federal, state and local authorities.

Supervises fund disbursements at the state level.

Assembles information for fund requirements and budgets.

Supervises preparation of reports for agency programs.

Coordinates the development, review, and evaluation of the agency's cost allocation plans, federal expenditure and assistance payments estimates, annual reports, and cost estimates on proposed program changes.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Plans, directs, coordinates and supervises the activities of staff in an accounting and finance department, providing technical assistance on a regular basis.
2. Prepares, maintains and verifies a wide array of fiscal documents and financial records for a state agency, adhering to state and federal regulations and guidelines.

3. Assists and maintains contact with agency administrators, other state agencies and government entities.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Sedentary Work: May occasionally walk or stand and/or occasionally move light objects, materials, etc.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Accommodation: Ability to adjust focus.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to reach with hands and arms. The incumbent is occasionally required to walk; stand; stoop, kneel, crouch or bend; and climb or balance.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in accounting, finance or a related field.

AND

Experience:

Six (6) years of experience in accounting or financial management, three (3) years of which must have included line or functional project supervision.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in accounting, finance or a related field.

AND

Experience:

Seven (7) years of experience in accounting or financial management, three (3) years of which must have included line or project supervision.

Substitution Statement:

Certification by the State of Mississippi as a Certified Public Accountant may be substituted for two (2) years of the required general or supervisory experience.

Documentation Required:

Applicant must attach a copy of his/her certification by the State of Mississippi as a Certified Public Accountant, where applicable.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.