



## ACCOUNTING/AUDITING DIVISION DIRECTOR

### **CHARACTERISTICS OF WORK:**

This is managerial work in which the incumbent is responsible for overseeing a work unit of general accounting and auditing staff. The incumbent utilizes a thorough knowledge of professional accounting and auditing principles and techniques in directing the operations of the work unit and in training and directing subordinate staff. The incumbent also demonstrates a thorough understanding of state and federal laws, rules, and regulations impacting general accounting and auditing practices in the agency, with special emphasis on those which directly impact the functions for which the incumbent's work unit is responsible. The incumbent will work in SAAS, SPAHRS, and MERLIN and will routinely interface with the various state control agencies that manage these and related accounting and finance systems for clarification, systems, implementation, and non-routine problem-resolution. Work is performed in accordance with established regulations, procedures, and administrative directives and under the direction of an administrative superior. Supervision is exercised over all Accountant/Auditor positions and other staff.

### **MINIMUM QUALIFICATIONS:**

#### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

##### **Education:**

A Master's Degree from an accredited four-year college or university with a minimum of 24 hours accounting as identified below:

**AND**

##### **Experience:**

Four (4) years of experience in accounting or auditing, two (2) years of which must have included line, functional, or project supervision.

**OR**

##### **Education:**

A Bachelor's Degree from an accredited four-year college or university with a minimum of 24 hours accounting as identified below:

**AND**

##### **Experience:**

Five (5) years of experience in accounting or auditing, two (2) years of which must have included line, functional, or project supervision.

Twenty-four (24) hours in accounting:

18 hours in the following courses:

Principles of Accounting I and II  
Auditing

Intermediate Accounting I and II  
Advanced Accounting

The remaining six (6) hours may be selected from the following:

Governmental Accounting  
Advanced Auditing

Federal Income Tax  
Cost Accounting

Managerial Accounting  
Advanced Federal Income Tax

Accounting Systems

**Required Document:**

Applicant must attach a valid copy of his/her transcript to verify course work.

**EXAMPLES OF WORK:**

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

Researches generally accepted accounting and auditing principles and standards and laws and regulations that affect agency accounting activities; interprets and explains to staff and develops new applications as needed.

Develops and implements new accounting and auditing procedures that provide more efficient operations and better internal control.

Maintains contact with various departments on payroll and accounting discrepancies that cannot be resolved by subordinate staff.

Develops and/or amends standard operating procedures used to resolve various agency accounting processes.

Participates and provides relevant input in meetings that will have a direct impact on automated accounting processes.

Audits the agency's information for accuracy, legality, and support.

Post-audits approved agency purchase orders, payment vouchers, and vendor file requests to ensure proper approval by subordinate staff.

Post-audits travel reimbursements submitted in SPAHRS.

Rectifies various problems in SAAS, SPAHRS, and MERLIN that cannot be resolved by subordinate staff.

Approves final payroll in SPAHRS.

Post-audits receipts, balances, and reconciliations of cash deposits made by subordinate staff.

Coordinates and/or serves on project teams whose work product will result in implementation of new accounting and auditing initiatives.

Exercises line supervision over assigned staff.

Develops and implements performance duties and standards for assigned staff; performs performance management and appraisal activities in a timely manner.

Prepares individual development plans for setting in place training and career goals for each subordinate.

Assumes responsibility when requested for the operation of the bureau in the absence of the Bureau Director.

Performs related or similar duties as required or assigned.

**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.

**Class Specification**

**Occu Code: 4665**

**Rev: 01/08**

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