



ACCOUNTING/AUDITING BUREAU DIRECTOR

CHARACTERISTICS OF WORK:

This is managerial work in overseeing professional accounting and auditing staff. The incumbent utilizes an in-depth knowledge of professional accounting and auditing principles, techniques, and effective managerial practices in planning and directing the operations of the bureau. The incumbent also demonstrates a thorough understanding of state and federal laws, rules, regulations and procedures impacting the functions of their particular bureau and routinely interfaces with the various state and federal entities involved in the work of the bureau. Emphasis is placed on ensuring that the bureau meets specific quality standards in performance of duties and provisions of services and that goals and objectives are met in a timely manner. Supervision is exercised over Division Directors and other staff and is received from an administrative superior.

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:

Five (5) 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:

Six (6) years of experience in accounting or auditing duties, 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

Federal Income Tax

Advanced Auditing
Managerial Accounting
Advanced Federal Income Tax

Cost Accounting
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:

Directs the operations of the bureau through subordinate Division Directors.

Researches generally accepted accounting/auditing principles, standards, laws, and regulations that affect the program areas for which responsible; interprets and explains to staff and develops new applications as needed.

Conceptualizes new procedures that provide more efficient operations and better internal control and assigns to subordinate Division Directors to carry out.

Maintains contact with multiple internal and external entities on complex or new issues that cannot be resolved by subordinate staff.

Conceptualizes and directs subordinate Division Directors to develop and/or amend standard operating procedures used in the various accounting and auditing processes.

Coordinates meetings that will have a direct impact on the processes of the bureau.

Receives feedback from subordinate Division Directors on the results of audits of the division's information for accuracy, legality, and support.

Received feedback from subordinate Division Directors on the results of post-audits of staff work to ensure compliance with relevant state and federal laws, rules, regulations, and procedures.

Rectifies various problems that cannot be resolved by subordinate staff.

Coordinates project teams whose work product will result in implementation of new initiatives.

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 office in the absence of the Office Director.

Assesses situations and provides recommendations and/or directives on such administrative issues as new hires, employee compensation, promotion of staff, disciplinary action, performance improvement measures, staff training, budget requests, approval of bureau expenditures, leave approval, and related matters.

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.