



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 0226

Phone: (701) 328-3290

**CHIEF FINANCIAL OFFICER
DEPARTMENT OF HEALTH (DoH)**

Grade Q

SCOPE OF WORK:

Work involves directing and coordinating the financial management of a large agency. This position serves as the deputy or co-deputy, is a member of the leadership team and reports directly to the agency director.

DUTIES PERFORMED:

- Provide oversight and monitoring for the agency budget; review and analyze costs, operations, and projections for agency activities to determine budget status and financial position of the agency; approve budget deviations and adjustments.
- Plan, develop, recommend, and implement fiscal policies and operating procedures.
- Review, monitor, and evaluate overall fiscal operations of the agency; direct, develop, and implement improvements and corrective actions.
- Serve as deputy or co-deputy for the agency
- In the absence of the agency director, assist with ongoing operation and management of the agency, manage the senior management staff (i.e. section or division heads) to include directing, coordinating, monitoring and evaluating staff and activities; approve fiscal and policy related documents.
- Determine long-range spending plans and limits in accordance with state and federal funding requirements.
- Develop agency budget guidelines, implement and direct the preparation of final biennial appropriation request.
- Recommend changes in ND Century Code regarding fiscal issues; represent agency's legislation regarding fiscal issues; approve fiscal notes for legislation; monitor and analyze the fiscal impact of legislation.
- Develop and maintain internal reporting process to project future expenditures and revenues.
- Investigate and report on issues of fiscal irregularities as requested by the agency.
- Present financial information to agency management, public groups, and legislature.
- Provide final approval for contracts.
- Provide input to agency's Strategic Plan; assist in decision-making and prioritization of agency objectives; review achievements and discuss changes to agency goals and objectives resulting from fiscal status and conditions
- Direct, coordinate, monitor, and evaluate staff and activities of the Fiscal section of the agency.

- Develop, implement, monitor, and evaluate strategic plan for the Fiscal section of the agency.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business administration, accounting, or finance, and eight years of professional work experience, including four years of management and supervisory experience. Professional work experience must include at least two years of accounting or budget preparation/monitoring experience. Management experience must include substantial responsibility for fiscal operations. Certified Public Accountant (CPA) may substitute for two years of the experience requirement.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

Eff. Date: 01/18

Rev: 02/18 – Factor evaluation