



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0228

DIRECTOR, STATE FINANCIAL SERVICES
GRADE R

SCOPE OF WORK:

Work involves directing and coordinating financial services and governmental accounting at the state level. Responsible for maintaining the integrity, integration, and configuration of the state's financial applications (PeopleSoft) and the state purchasing card program. Develops and issues guidelines, fiscal policies, and accounting procedures to all state agencies and higher education institutions, ensures that they follow these guidelines, and provides guidance and assistance in all related areas when needed.

DUTIES PERFORMED:

- Develop, implement, and maintain state-wide accounting policies, procedures, and systems to maintain internal controls and to ensure compliance with Generally Accepted Accounting Principles, governmental accounting standards, and state and federal laws and regulations.
- Monitor and improve state-wide accounting and financial systems, policies, procedures, controls, and business processes.
- Manage the day-to-day operations of the state's financial system, work with development staff to resolve problems, and assist state agency and Office of Management and Budget (OMB) staff with operational issues.
- Oversee the purchasing card program that is available state-wide, including state agencies, institutions of higher education, and local political subdivisions such as cities, counties and school districts, and provide final decisions on purchasing card policies for the program.
- Coordinate and direct the activities of an accounting functional team so that state-wide accounting and financial policies and procedures are carried out in accordance with laws and regulations. These accounting and financial activities include accounts payable and receivable, general ledger, fixed asset and inventory, lease tracking, grants, etc.
- Manage and direct the accounting function's strategic and operational planning efforts by reviewing new legislation that significantly affects state agencies or state funds, consulting with department management and staff, management and staff of other state agencies, legislators and legislative staff, other interested or affected entities so that the use of statewide administrative systems is optimized and to account for, manage, and safeguard the resources available to agencies of the state.
- Review and analyze costs, activities, operations, and forecasts to evaluate financial status, funding needs, and required adjustments of all agencies.
- Monitor and analyze fiscal impact of legislation; assist in the preparation of fiscal notes; represent OMB on legislative matters having a fiscal impact when necessary.

- Manage assigned staff; ensure appropriate staffing levels; develop and implement work standards and performance management measures; provide for training of staff.

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

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in accounting, financial management, or business administration with an accounting concentration, and eight years of work experience performing duties similar in type and complexity to those listed. Work experience must have included management of professional-level accounting staff.

Eff. Date: 03/2017