



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 0229

DIRECTOR, FINANCIAL MANAGEMENT DIVISION
GRADE R

SCOPE OF WORK:

Work involves responsibility for directing and coordinating activities associated with administration of the fiscal or financial management division in one of the largest state agencies having a complex financial management system. Contributing to the complexity of the system is the multiple fund management; the mix of state, federal, and other funding; the development and maintenance of the accounting, budgeting, and procurement structure within which other divisions must operate; extensive grants and contracts; service rate establishment; and providing overall financial management to a large agency comprised of several divisions. The incumbent in this position reports directly to the agency head or deputy.

DUTIES PERFORMED:

- Manage assigned staff; ensure appropriate staffing levels; develop and implement work standards and performance management measures; provide for training of staff.
- Develop and implement division goals, objectives, and operating policies.
- Establish, implement, and maintain department-wide accounting policies and procedures to ensure compliance with Generally Accepted Accounting Principles and governmental accounting standards and to maintain internal controls.
- Develop guidelines for the preparation and administration of the department budget; collaborate with department managers in planning, developing, and monitoring the department's budget.
- Guide and advise executive and other management in budget, funding, audit, and finance matters.
- Review and approve sub-recipient contracts to local governmental entities and contractors; establish audit guidelines for sub-recipients; approve grant awards contracts and final grant reports.
- Review and analyze costs, activities, operations, and forecasts to evaluate financial status, funding needs, and required adjustments of all divisions; advise department managers on plans of action to address budget-related issues.
- Direct the department's accounting activities including accounts payable and receivable, payroll, fixed asset and inventory, grants, etc.; oversee all required financial reporting and auditing.
- Determine long-range spending limits in accordance with appropriate funding requirements.
- Monitor and analyze fiscal impact of legislation; direct the preparation of fiscal notes; represent the department on legislative matters having a fiscal impact.
- Develop and present financial information, including budget testimony, to management, legislative committees, and the public.

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 five 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: 9/01

Rev: 7/12 – Conversion to Hay System