

Specification for Class of

STATE FINANCIAL CONSULTANT 1

Abolished Effective June 1, 2005

Definition: In the Office of Financial Management, serves as a professional consultant to state agencies in support of statewide level budgeting, accounting and financial systems.

Distinguishing Characteristics: This class is delegated responsibility for assignments of limited scope but with statewide impact. Examples of typical assignments include but are not limited to - development of accounting and reporting modules within the Agency Financial Reporting System; and development and presentation of specialized training programs, the Statewide Cost Allocation Program and Single Audit follow up.

Typical Work

Coordinates the preparation of detailed analyses and evaluation of statewide budgeting, accounting, and financial systems;

Assesses the degree of agency compliance with state policies, regulations, and procedures;

Evaluates proposed additions or modifications to statewide systems, policies, or procedures; proposes alternate approaches when required;

Provides training to statewide personnel on state policies, regulations, and procedures; generally accepted accounting principles for government; internal control procedures; and statewide budgeting, accounting, and financial systems;

Implements and maintains specialized systems with statewide impact which includes coordination with local, State, or Federal agencies and routine reporting on results of operations;

Designated as a project leader with subordinate staff assigned, exercising working or project supervision for the duration of the task;

Develops and maintains comprehensive policy and system user manuals;

Performs other work as required.

Knowledge and Abilities

Knowledge of: State budget procedures; accounting policies and procedures; State fiscal organization and operation and methods of financial analysis and reporting on State's fiscal operations; theory and practice of accounting and auditing; principles of governmental budgeting and accounting, potentialities and limitations of various types of data processing systems.

Ability to: plan and schedule work of professional analysts in complex accounting and financial systems analysis, explain clearly, both orally and in writing, complex accounting, financial and management information systems; develop and maintain cordial and effective working relationships with staff members of assigned agencies and the staff of OFM; use accepted methodology in evaluation of complex accounting and management control systems; complete required tasks--on schedule.

Minimum Qualifications

A Bachelor's degree with either (1) 24 semester or 36 quarter hours of accounting course work or (2) certification as a public accountant.

AND

Four years of professional experience in budgeting, accounting, auditing, or financial reporting.

A Master's degree in public or business administration will substitute for one year of required professional experience.

Revised: 1-2-65

Revised minimum qualifications: 2-1-67

Revised definition and minimum qualifications, adds distinguishing characteristics, title change (formerly Accounting Analyst 4): 4-13-79

Revised definition, distinguishing characteristics, and minimum qualifications, former title - State Financial Systems Coordinator 1: 7-12-91