

WELFARE FINANCIAL DIRECTOR

KIND OF WORK

Administrative financial management work.

NATURE AND PURPOSE

The employee in this class is responsible for the administration of the financial management program of the Department of Human Services. Work involves advising and consulting with Welfare division directors and other administrative personnel in the development of financial policies and procedures. The scope of supervisory responsibility possessed by the incumbent varies from direct administrative supervision to that of a more specialized and consultative nature. Work is reviewed through periodic oral and written reports submitted to the controller.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assists the controller in administering the activities of major division of the department.

Supervises and coordinates the accounting, budgeting, federal reimbursements and county fiscal operations.

Initiates and implements policy and procedure in the financial management area.

Determines the organizational structure for the fiscal staff of the department.

Directs the establishment of cost code instructors and the development of financial reports.

Directs the training of fiscal personnel.

Directs development of budget workshops.

Directs the analysis of operating budgets and potential funding difficulties.

Informs the management staff of revised spending plans.

Directs the review of purchase service contracts entered into by local levels of government.

Directs evaluation studies of state operated institution.

Drafts reports, manual material and makes recommendations pertaining to the overall financial accounting system.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the statewide accounting system, program budgeting, and activity accounting.

Thorough knowledge of federal and state laws pertaining to state welfare financial programs.

Thorough knowledge of the state's fiscal management techniques and procedures.

Considerable knowledge of the functions and resources of other private, local, state and federal agencies.

Considerable knowledge of the functions, policies and procedures of federal welfare agencies and their participation in state welfare program.

Ability to:

Establish and maintain effective relations with local, state and federal officials.

Initiate and give effect to policies and procedures.

Direct the work of a professional staff.

Est.: 6/76
Rev.:
Ckd.: 12/92

T.C.:
Former Title(s):