

Specification for Class of

STATE FINANCIAL CONSULTANT 2

**Abolished Effective June 1, 2005**

Definition: In the Office of Financial Management, serves as a senior level professional consultant to state agencies in support of statewide level budgeting, accounting and financial systems. Responsible for project management of developing, coordinating, and providing statewide training programs with concentration on financial and administrative systems and state policies, regulations, and procedures governing operations. May supervise or lead professional staff.

Distinguishing Characteristics: This class is delegated total responsibility to independently identify, plan, coordinate, and implement all necessary consultant services for broad program areas having statewide impact.

Typical Work

Provides consultative services for state policy and the coordination of budgeting, accounting, and financial systems in an assigned area;

Provides policy direction including interpretation of state statutes, policies, regulations, and procedures;

Consults with key agency personnel relative to budgeting, accounting, financial, and management information systems including their design, installation, and operation;

Reviews reports issued by the State Auditor; consults with agencies on corrective action plans to ensure compliance with statutes, policies, regulations and procedures;

Reviews agency financial data for conformity with State Statutes, OFM Regulations, and National Standards for Accounting and Financial Reporting;

Develops, coordinates, and provides statewide training programs with concentration on financial and administrative systems, state policies, regulations, and procedures governing operations;

Develops, reviews, and/or interprets statewide policies, regulations and procedures;

Reviews proposed additions or modifications to established policies and procedures impacted by legislation and pronouncements by authoritative bodies; evaluates probable impacts on existing systems and operations; develops alternative approaches; and prepares written reports;

Coordinates activities with respective program areas in other OFM divisions to ensure that a consistent approach is followed in dealing with agencies; provides guidance and recommendations regarding impacts of decisions on budgeting, accounting, and financial systems;

Coordinates activities with State agency officials, Office of the State Auditor, Legislative Budget Committee, and the Legislative Evaluation and Accountability Program;

Develops and maintains comprehensive policy and system user manuals;

Performs other work as required.

#### Knowledge and Abilities

Knowledge of: State budget and accounting policies and procedures; State fiscal organization and operations; principles and methods of financial analysis and reporting as related to State's fiscal operations; theory and practice of accounting and auditing; principles of governmental budgeting and accounting, program budgeting; 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; 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

Five 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, general revision, add distinguishing characteristics, title change (formerly Accounting Analyst 5): 4-13-79

Revised definition, distinguishing characteristics, and minimum qualifications, title change (formerly State Financial Systems Coordinator 2): 7-12-91