

FINANCIAL AFFAIRS OFFICER  
(PUAG)

NATURE OF WORK IN THIS CLASS:

This is supervisory and administrative work involved in the formulation and administration of PUAG's budget and other fiscal programs including Customer Services.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not include all the duties that may be performed.)

Plans, supervises and coordinates the formulation of the Agency's budget request, providing the necessary instructions, guidelines, and assistance to program administrators in their preparation of the budget for their particular programs; compiles and reviews the budget requests for the various programs for accuracy and fiscal controls and makes modifications or recommends changes to management officials as appropriate; prepares the Agency's budget request for submission to Bureau of Budget and Management Research and the Legislature.

Reviews Budget Act and the administrative requirements and guidelines and makes budget analysis to determine the financial impact on the Agency; advises management officials on problems areas and provides appropriate recommendations.

Analyzes and reconciles financial statements and records of accounting, and initiates corrective actions or adjustments as needed; recommends changes in accounting or data processing procedures and systems to enhance financial management needs of the Agency; coordinates with Department of Administration/Accounting and Bureau of Budget and Management Research on various fiscal transactions impacting the Agency.

Reviews and monitors purchase orders, payroll documents, contracts and other financial documents to ensure requested expenditures are legally authorized and that funds are available; advises management officials when a request for expenditure of funds is not in order.

Plans and directs customer services and programs which involve the processing of new customer applications, changes, termination, inaccurate billings and related activities.

Provides comments and recommendations to management officials on proposed legislations having an impact on the financial condition of the Agency.

Assists management officials in projecting short and long-range financial planning; analyzes expenditure and revenue trends; prepares necessary financial reports; recommends budgetary

controls.

Participates in Negotiation Task Forces for the setting of rate structures and fees, the review and selection of consultants and contractors and the reprogramming of Grants-In-Aids.

Maintains records and prepares correspondences and reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of budget administration.

Knowledge of the principles and practices of management.

Knowledge of the basic principles and practices of accounting.

Knowledge of automatic data processing relative to accounting records and reports.

Ability to supervise the work of others.

Ability to evaluate program operations and advise management on solutions to budgetary/fiscal management problems.

Ability to interpret and apply pertinent laws, regulations, and other program guidelines.

Ability to prepare and interpret financial reports.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

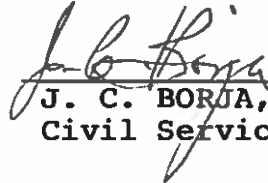
MINIMUM EXPERIENCE AND TRAINING:

a) Five years of experience in budget administration, accounting, or related work and graduation from a recognized college or university with a Bachelor's degree in business or public administration, accounting, finance or related field; or

b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

Established: July, 1986

Pay Range: 42

  
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J. C. BORJA, Executive Director  
Civil Service Commission