



# Appropriations Control Officer I

Salary Group: B19

Class Code: 1270

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
APPROPRIATIONS CONTROL OFFICER I	1270	B19	\$42,244 - \$68,960
APPROPRIATIONS CONTROL OFFICER II	1272	B21	\$48,278 - \$78,953
APPROPRIATIONS CONTROL OFFICER III	1274	B23	\$55,184 - \$90,393
APPROPRIATIONS CONTROL OFFICER IV	1276	B25	\$63,104 - \$103,491

## GENERAL DESCRIPTION

Performs routine (journey-level) appropriations control work. Work involves monitoring compliance with state and federal laws; assisting in the coordination or development of budgetary and fiscal policies at the state level; interpreting and monitoring legislation; providing technical appropriation assistance, financial system support, accounting research, and training and support to higher education institutions and state agencies; and interpreting and implementing legislation related to budget and accounting and costing of all appropriations bills. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Provides technical and fund accounting assistance to higher education institutions and state agencies.

Researches and reconciles discrepancies in accounts, bank statements, or appropriation balances; and reports findings.

Reviews accounting and financial documents for accuracy.

Reviews financial and operating budget reports for accuracy, and identifies areas in which more appropriate use of funds can be made.

Administers financial processes and systems developed to oversee financial or other regulated entities.

Maintains systems and controls necessary to provide accurate accounts of expenditures and budget balances for higher education institutions and state agencies.

Provides interpretation on technical questions of regulatory compliance with applicable state and federal statutes and regulations.

Integrates conflicting programmatic and financial objectives into recommendations for agency management.

Monitors compliance with established procedures, requirements, state and federal laws, and regulations; completeness of data; and presence of documentation.

Monitors agency appropriations and operations.

Prepares fiscal notes and analyses of legislation.

Assists in the coordination of budget policies, procedures, and instructions.

Assists in performing statewide planning and policy development related to accounting policy statements and fiscal policies and procedures.

Assists in reviewing and analyzing state agencies' budget requests, strategic planning and policy development documents, and legislation.

May assist in planning procedures and regulations to control the disbursement of allocated funds; and in preparing letters of instruction, manual revisions, and related forms as necessary.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in accounting, auditing, budget preparation and analysis, financial operations and analysis, financial reporting, and/or working with the state legislature or legislative staff. Graduation from an accredited four-year college or university with major coursework in accounting, business administration, economics, finance, political science, public administration, or a related field is generally preferred. Education and experience may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of accounting, budgetary, and management principles, practices, and procedures; of financial analyses and examination procedures for regulated entities; of fiscal programs; of governmental accounting and auditing practices and procedures; of laws and regulations pertaining to financial operations and reporting; and of the state and federal legislative process.

Skill in the use of a computer and applicable software, in evaluating and presenting legislative information, and in policy analysis and research.

Ability to administer financial processes and systems; to analyze, evaluate, and summarize financial records for accuracy and conformance to procedures, rules, and regulations; to analyze fiscal management information to determine appropriate use of funds; to interpret statutes; and to communicate effectively.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification as a Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM).