

Job Title	TFS Budgets and Accounting Department Head
Job Code	8072
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The TFS Budgets and Accounting Department Head, under general direction, manages daily operations of the Budgets and Accounting Department. Supervises activities of team leaders and staff and assists with training and professional development.

Essential Duties and Responsibilities

- Prepares or oversees the preparation of fiscal reports.
- Performs financial analyses.
- Assists agency department heads and support staff with resolution of fiscal-related problems.
- Oversees and directs the activities related to accounts payable, accounts receivable, budgeting, general accounting, and financial reporting.
- Represents the assigned department in various System and State meetings, work groups, and training sessions.
- Coordinates completion of required accounting and reporting related to emergency response incidents.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – Ten years of related experience in accounting, including at least three years of related supervisory experience.

Knowledge of – Knowledge of word processing and spreadsheet applications.

Ability to – Ability to multitask and work cooperatively with others. Ability to work independently once given a project.

Licensing / Professional Certification – Valid driver's license.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally supervises employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	