

Oklahoma Department of Corrections
Unclassified Job Descriptor

CHIEF FINANCIAL OFFICER

Basic Purpose:

Positions in this job plan, organize, coordinate, direct and manage all financial and accounting functions for the department.

Typical Functions:

- Directs all financial and accounting operations for the department; directs the preparation of financial statements and related reports.
- Coordinates the preparation of budget requests and operating budgets; responsible for the department's budget work program; consults with executive staff on budgetary needs; and monitors the operating budget.
- Consults and advises executive staff on the allocation of financial resources; analyzes financial and related reports to identify problems and advises department administrators of methods for resolution.
- Serves as the department's primary representative for fiscal matters; coordinates the financial portion of the agency's annual strategic plan and budget request.
- Manages the budget, staff, and resources for the assigned area(s).

Knowledge, Skills, and Abilities:

Knowledge of governmental and generally accepted accounting principles. Ability to resolve problems; ability to communicate both orally and in writing; ability to prepare and present financial information. Ability to manage a large financial/accounting unit.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in Accounting or Finance or a closely related field and five (5) years of professional-level accounting or financial management experience, three (3) years of which must have been in a management or supervisory capacity. Licensure as a Certified Public Accountant (CPA) is required at the time of appointment.

Oklahoma Department of Corrections
Unclassified Job Descriptor

CHIEF FINANCIAL OFFICER

Preferred Qualifications: Master's degree in Accounting or Finance or a closely related field and five (5) years of professional-level accounting or financial management experience, three (3) years of which must have been in a management or supervisory capacity. Licensure as a Certified Public Accountant (CPA) is required at the time of appointment.