



Michael Watson SECRETARY OF STATE

Secretary of State's Office Finance Division Finance Director

This position is responsible for managing the budget and financial operations of the Secretary of State's Office. This is accomplished through oversight and supervision of the Finance Division. The Finance Division is responsible for all agency accounting and budgeting functions, procurement, contract administration, fleet, fixed assets, oversight of facilities in multiple locations, and the agency's mail room.

Responsibilities include, but are not limited to:

Management of Financial Operations

- Oversee divisional operations and management of Finance staff.
- Provide opportunities for cross training of staff responsibilities.
- Ensure strong internal controls are maintained for all agency financial operations.
- Make recommendations for enhancements in budgeting, financial, reporting processes and records management. Direct the development, installation and modification of accounting systems as needed.
- Conduct protective and constructive internal audits to review the effectiveness of controls, record keeping, and operations in the areas of budget, accounting, and procurement to ensure proper recording of transactions and compliance of applicable laws and regulations.
- Work with external auditors as needed.
- Internal analysis of financial efficiency of divisional operations.
- Administer federal grants in collaboration with relevant divisions. Maintain financial records of grants in state accounting system and prepare federal reports.
- Review and approve revenue transactions to ensure funds are transferred to the proper Treasury account in a timely manner.
- Prepare and submit the annual GAAP package and other year-end close out reporting.
- Provide agency's financial annual report data to the Publications Division for production.
- Supervise inventory transfers and record keeping of same.
- Oversee annual inventory and equipment audits.
- Supervise administration of agency fleet.

Budget

- Work with agency management to develop an annual budget for each division.
- Compile the annual budget requests and prepare a complete budget for executive approval.
- Develop annual legislative budget requests and attend legislative budget hearings.
- Manage funds and internal coding for agency budgets.
- Establish annual budget controls for budgeted and escalated funds in the state accounting system.
- Review budget activities on a constant basis and approve requests and expenditures.
- Provide financial analysis to identify trends, forecast needs and develop reports for senior leadership team.

- Prepare monthly financial reports which include revenue collections, actual and projected expenditures, and contract and purchase order balances.
- Prepare monthly budget to expenditure reports for the agency and for each division.
- Prepare and submit performance measure reports to DFA and LBO.

Procurement and Contract Administration

- Work with agency management to identify procurement services needed. Supervise purchasing of all agency services, commodities, and equipment.
- Review and approve purchase orders to ensure compliance with state requirements and internal policies and procedures.
- Review and approve invoices submitted for payment in accordance with state requirements and internal policies and procedures.
- Work with the Finance team to ensure professional contract proposals, documents and invitations for bids or requests for proposals follow the rules and regulations for professional procurement and contract administration.
- Ensure the agency adheres to state policies and procedures related to procurement and contract administration.

Serve as a member of Senior Staff

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

- Master's Degree in Business, Finance or Accounting preferred; or Bachelor's Degree in related field plus 4 years' experience in governmental accounting.
- Knowledge of State & Federal budgetary processes and fund management
- Knowledge of professional procurement principles, state and federal laws, and rules and regulations of contract administration.
- Operational knowledge of state agencies
- Senior level management experience
- Systems: SPAHRS, MAGIC, MERLIN, OBRS preferred Excel, ,
- Ability to coordinate multiple high-level priorities
- Ability to interact effectively with all levels of internal and external customers