

**CLASS TITLE: PRINCIPAL HUMAN SERVICES  
BUSINESS OFFICER**

**Class Code: 02648400  
Pay Grade: 28A  
EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the planning, organization, and operation of a complex governmental accounting and budgetary system within a human service agency; to supervise and conduct large and complex financial audits of the records and accounts of municipalities and non-profit community organizations, including nursing homes; to assist in providing various business management functions for a human services agency such as purchasing, storekeeping, and budget preparation; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement and initiative; objectives and policies are determined in consultation with a superior or reviewed by the superior on their inception; work is appraised by results accomplished and is usually completed independently.

**SUPERVISION EXERCISED:** Plans, assigns, organizes, supervises, and reviews the work of professional staff and clerical subordinates; reviews work in process and upon completion for accuracy and compliance with prescribed procedures and directives.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the planning, organization, and operation of a complex governmental accounting and budgetary system within a human service agency.

To be responsible for fiscal/financial management functions within a division of a human services agency; to control expenditures and provide budgetary and cost control expertise; to perform specialized and technical budgetary and accounting functions.

To be responsible for assisting a superior in the preparation and presentation of a divisional and/or departmental budget request for a human services agency.

To review contracts proposed by a human services agency to insure accuracy and appropriateness to state and/or federal regulations.

To assist a superior in the formulation of policies, plans and objectives connected with the administration of the business management services of a division within a human services agency.

To supervise and conduct large and complex field audits of the records and accounts of nursing homes subject to state regulation, of private non-profit community organizations or of municipalities.

To assist program staff in analyzing federal regulations and guidelines pertaining to disadvantaged persons and contracting federal funds to organizations to accomplish similar objectives.

To prepare and direct the preparation of various monthly, quarterly, semi-annual, and annual reports and financial statements required by various units of state government and by the federal Departments of Agriculture, Education, and, Health and Human Services to insure the efficiency and economy of the business management services within a human service agency.

To plan, organize, supervise and direct the work of a professional staff and clerical subordinates engaged in fiscal/financial management operations.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and practices of accounting; a working knowledge of the principles of corporate and governmental finance; a working knowledge of the principles and techniques of budgeting; a working knowledge of federal guidelines for utilizing federal grant monies; the ability to analyze and interpret accounting systems and procedures; the ability to prepare audit reports and financial statements, including federal financial status reports; the ability to plan, organize, supervise and direct the work of subordinates engaged in professional auditing, accounting, or other fiscal management operations; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Accounting or Business Administration; and

Experience: Such as may have been gained through: employment in a responsible position in a public agency or in private industry involving advanced professional accounting and/or advanced professional auditing work.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: March 19, 2006