

**State of New Hampshire Job Posting
Department of Administrative Services
Bureau of Financial Reporting
25 Capitol Street, Concord, NH 03301**

**FINANCIAL REPORTING ADMINISTRATOR II
Labor Grade 34 (\$77,376 - \$109,668)
JOB ID# 26281 [Position # 10080]**

***See total compensation information at the bottom of announcement.**

The State of New Hampshire, Department of Administrative Services, Bureau of Financial Reporting has a full time vacancy for Financial Reporting Administrator II.

Summary:

Manages the Bureau of Financial Reporting within the Division of Accounting Services. Communicates the financial condition of the State through various financial publications including the Annual Comprehensive Financial Report (ACFR). Responsible for the application of Standards of the FASB and GASB, and for the implementation and evaluation of a governmental reporting system.

Responsibilities:

Manages and supervises Bureau staff and ensures the timeliness and quality of various interim and annual financial reports including the ACFR; Monthly Revenue Focus, allocation of the Annual Unrestricted Revenue Plan, Surplus Statements, and many other Statewide and Agency Financial reports. Reports are designed to communicate financial information and the State's financial condition to the DAS Commissioner, Legislative Leadership; Executive Branch leadership; Rating Agencies; and the public.

Communicates with the independent and legislative auditors to facilitate the completion of the annual State audit in accordance with RSA 21-I: 8. Credibility in financial reporting to the public is of utmost importance. Manages the drafting of and the LBA audit of the ACFR including preparation of schedules and review of work completed by staff to ensure accuracy and completeness of work. Monitors progress, manages issues and provides status to Comptroller and Commissioner, DAS.

Coordinates the statewide implementation of new accounting standards promulgated and makes judgments regarding proper accounting treatment of transactions reported in the ACFR as a result of research, analysis and consultation of new and existing accounting standards.

Oversees the audit prep guide process, coordinates the collection and reporting of information from a wide variety of sources including economic publications; state financial performance; and agency programs, and is responsible for taking corrective actions to keep project on track.

Finalizes responses to the Audit's Management Letter comments. Institutes corrective action to resolve the financial management reporting deficiencies observed.

Performs complicated financial analysis to explain developing trends and variances from forecasts, financial performance, as well as the financial reporting impact of enacted and proposed Legislative and Executive Orders as requested by the Comptroller, Commissioner, Agency Personnel or the Governor's Budget Director.

Prepares and reviews financial information for inclusion in the State's bond Official Statements and other public documents and actively participates in the review of the overall State disclosures and presentations.

Monitors the State's general ledger accounting system and makes changes to the State's financial reporting system to maintain compliance with GAAP. Reviews material and unusual transactions and assesses these transactions for correctness.

Provides technical accounting advice/training to agency financial managers and to business supervisors including the coordination of the year-end closing meeting and advises agency personnel on proper closing procedures. Provides accounting support for State employees through training programs offered by the Division of Personnel.

Maintains the highest level of integrity and recognizes that everyone we come in contact with is a customer, consistently treating all with courtesy, respect and professionalism, striving to exceed customer service expectations, and maintaining harmonious work relationships.

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Other information:

MINIMUM QUALIFICATIONS: Your Experience Counts! See Per 405.01

1.5 Years of additional relevant experience = Associate's Degree

3 Years of additional relevant experience = Bachelor's Degree

4.5 Years additional relevant experience = Master's Degree

MINIMUM QUALIFICATIONS:

For Non-CPA's:

Education: Bachelor's degree from a recognized college or university with a major study in accounting, business administration, or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Eight years of experience in financial accounting in either a private company or a government agency, at least two years of which shall have been at the level of Financial Reporting Administrator I or in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation or related management experience. Experience shall include, but not be limited to, responsibility for compiling financial statements with related note disclosures and maintaining general ledgers, including preparing entries and reconciliations, preparing audit schedules, and exposure to auditing.

OR

For CPA's:

Education: Certified Public Accountant (C.P.A.) current certificate with Bachelor's degree in accounting, business administration, or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Six years of experience in financial accounting in either a private company or a government agency, including, but not limited to, responsibility for compiling financial statements with related note disclosures and maintaining general ledgers, including preparing entries and reconciliations, preparing audit schedules, and exposure to auditing.

License/Certification: None required.

RECOMMENDED WORK TRAITS:

Knowledge of accounting principles and practices relative to fund accounting. Knowledge of the principles of public fiscal administration including budgeting and reporting. Working knowledge of spreadsheets and of the capabilities of electronic and automated data processing equipment relative to accounting practices. Ability to plan, assign, review, and supervise the work of a staff of professional and non-professional members. Ability to evaluate, develop, and institute new accounting practices. Ability to train and provide guidance to professional accounts. Ability to write clear and concise procedural manuals in accounting tasks. Ability to establish and maintain harmonious relationships with other employees, State department heads and officials, members of Executive and Legislative committees, and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

For further information please contact Dana Call, Director of Accounting Services (Comptroller), Dana.M.Call@das.nh.gov and 603-271-3190

***TOTAL COMPENSATION INFORMATION**

The State of NH total compensation package features an outstanding set of employee benefits, including:

HMO or POS Medical and Prescription Drug Benefits:

The actual value of State-paid health benefits is based on the employee's union status, and employee per pay period health benefit contributions will vary depending on the type of plan selected.

See this link for details on State-paid health benefits: <https://das.nh.gov/hr/benefits.html>

Value of State's share of Employee's Retirement: 14.53% of pay

Other Benefits:

- o Dental Plan at minimal cost for employees and their families (\$500-\$1800 value)
- o Flexible Spending healthcare and childcare reimbursement accounts
- o State defined benefit retirement plan and Deferred Compensation 457(b) plan
- o Work/life balance flexible schedules, paid holidays and generous leave plan
- o \$50,000 state-paid life insurance plus additional low cost group life insurance
- o Incentive-based Wellness Program (ability to earn up to \$500)

Total Compensation Statement Worksheet:

https://das.nh.gov/documents/hr/JobSearch/FINAL_TOTAL_COMP_STATEMENT_ISSUE.xlsx

Want the specifics? Explore the Benefits of State Employment on our website:

<https://das.nh.gov/hr/documents/BenefitBrochure.pdf>

<https://das.nh.gov/hr/index.aspx>

EOE

TDD Access: Relay NH 1-800-735-2964