

Minimum Qualification Specifications
for the Class:

FISCAL MANAGEMENT OFFICER

Basic Education Requirement

Bachelor's degree from an accredited four (4) year college or university with at least twelve (12) semester credit hours in accounting and/or auditing subjects.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience.

Fiscal Management Experience: Five (5) years of professional accounting and/or auditing experience which involved participation in the preparation of budgets and the development of long-range financial plans.

Supervisory Experience: One (1) year of professional fiscal management experience of the type and quality described above which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Non-Qualifying Experience

The following types of experience will not be accepted as qualifying professional experience: (1) bookkeeper or minor accounting or clerical positions; (2) accounting or bookkeeping machine operators; (3) such positions as those of office managers or owners of business who supervise accountants, auditors or bookkeepers, but do not participate in the accounting or auditing work with responsibility for its technical adequacy; and (4) positions concerned with taxation matters not requiring the application of generally accepted accounting and auditing principles.

Substitutions Allowed:

1. Substitution of Experience for Basic Education Requirement: The following

types of experience may be substituted for education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree which included twelve (12) semester credit hours in accounting/auditing subjects.

- A. Professional accounting or auditing experience.
- B. Responsible experience which involved maintaining general journals and general ledger accounts and related books and accounts, and preparing balance sheets and profit and loss statements and related accounting and financial reports. Experience of this nature may be gained by employees performing duties as principal bookkeepers or other responsible specialized classes requiring the preparation and/or analysis of financial statements and accounting reports.
- C. Any combination of A and B above.

2. Substitution of Experience and Education:

- A. Possession of a bachelor's degree from an accredited college or university with a minimum of 24 semester hour credits in accounting subjects may be substituted for one year of the required Fiscal Management experience.
- B. Possession of a master's degree in accounting from an accredited college or university may be substituted for two years of the required Fiscal Management experience.
- C. A Certified Public Accountant (CPA) Certificate obtained through written examination may be substituted for the educational requirements plus four years of the required five years of Fiscal Management experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class FISCAL MANAGEMENT OFFICER, which were approved on August 18, 1982.

Date Approved: 8/14/15


for JAMES K. NISHIMOTO, Director
Department of Human Resources Development