

## SUPPLEMENTAL JOB DESCRIPTION

Classification: Business Administrator III  
Position Title: Chief Accountant  
Position Number: 14305

Function Code: 1263-077  
Date Established: 08/15/88  
Date of Last Amendment: 1/31/14

**SCOPE OF WORK:** Reviews, evaluates and develops financial statistics and programs for the profitability of the Liquor Commission with compliance of federal and state regulations, and authorizes all movement of funds within the Commission.

### **ACCOUNTABILITIES:**

- Supervises and plans the financial transactions of the Liquor Commission including proper recording, reconciling, and reporting of all financial transactions.
- Acts as liaison to the Department of Administrative Services, Bureau of Accounting, Bureau of Financial Reporting, and the LBA Audit Division for all internal control functions.
- Prepares month end net liquor profit and internal Liquor Commission income statements. Prepares annual financial statements including the Comparative Income Statement, Statement of Net Position, Statement of Cash Flows, and related notes.
- Supervises the preparation and review of financial reports and accounting records including monitoring financial condition of the commission by reviewing and preparing the journal entries for cash, receivables, payables, fixed assets, grants, inventory, licenses, and related transactions. Maintains the general ledger by establishing and maintaining a chart of accounts, directing entries to appropriate accounts.
- Supervises the planning, formulation, and implementation of short and long-range programs for the improvement of Financial Management activities to assist and enhance the achievement of commission short and long term goals. Includes reviewing reports of subordinate employees and recommending policy revision as required.
- Analyzes expenses and forecasts revenue to insure operation within budgetary constraints and proper preparation and submission of agency budget.
- Prepares the consolidation of income and revenue statistics, and reviews budget to actual amounts expected by the Legislature, on a monthly basis for the Liquor Commission. Projects receipts, reports excess or shortfall of revenues to the Financial Reporting Administrator II.
- Derives reports from the financial software system of the Liquor Commission including the General Ledger, Accounts Receivable, Accounts Payable, and Fixed Assets modules. Plans and programs Liquor Commission financial software system used in depletion and post-off revenues, collection of delinquencies, and updating the variable report writer used in generating the financial statements. .
- Is responsible for internal audit functions, in accordance with Government Auditing Standards and other statewide applicable rules or regulations as directed by the Administrator III.
- Evaluates and approves summaries and reports of subordinate staff.
- Supervises the Accounts Receivable and Accounts Payable sections including recommending new hires, recommending discipline, training staff members, and conducting performance evaluations.

### **MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from a recognized college or university with a major in accounting, public administration, or business administration.

**Experience:** Six years' professional experience in accounting or business administration involving fiscal management, including three years of supervisory or administrative experience. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

**License/Certification:** None required.

**SPECIAL REQUIREMENTS:** For appointment consideration, Business Administrator III applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

**DISCLAIMER STATEMENT:** This supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to the 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.

**SIGNATURES:**

The above is an accurate reflection of the duties of my position.

\_\_\_\_\_  
Employee's Name and Signature

\_\_\_\_\_  
Date Reviewed

\_Steven Kiander, Financial Reporting Administrator II #14238 \_\_\_\_\_  
Supervisor's Name and Title

The above job description accurately measures this employee's job duties

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Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

*Jennifer J. Elberfeld*

01/31/14

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Division of Personnel

\_\_\_\_\_  
Date Approved