

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

ACCOUNTING DIRECTOR, EO-10

DUTIES SUMMARY:

Directs the activities of a major organizational program responsible for providing statewide services in a broad functional area encompassing accounting, cash management, payroll, loss and casualty services, vendor payments, fixed assets, and vouchering services; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class differs from the Fiscal Specialist III in that the Accounting Director directs, through intermediate supervisors, the activities of a major organizational program responsible for providing statewide services in a broad functional area encompassing accounting, cash management, loss and casualty services, payroll, vendor payments, and vouchering services functions under the administrative/technical direction of the Assistant Superintendent; whereas the Fiscal Specialist III class has program responsibilities in providing statewide services in the field of specialization and supervises a staff of professional and clerical personnel under the general administrative/technical direction of the Accounting Director.

A position in this class is given wide latitude in planning, scheduling, and coordinating the day-to-day activities of the program and to provide specialized high level services to the Assistant Superintendent, Superintendent, and the Board of Education. Provision of these services requires extensive coordination of activities which support and contribute to the highly effective and efficient management of the Department. This position carries out ongoing programs through intermediate supervisory personnel with delegated responsibility for specialized program areas. Controls imposed are generally in the form of prescribed objectives with time limitations on special project assignments.

EXAMPLES OF DUTIES:

1. Provides administrative and technical leadership, strategic vision and direction over the program.
2. Confers with high level administrative and technical personnel in the Department and in county, state, and Federal agencies to facilitate the accomplishment of program requirements.
3. Reviews, approves, and monitors the operating and expenditure plan.
4. Advises school, complex area, and state personnel on problems relating to the broad functional area.
5. Assists or represents the Assistant Superintendent in preparing, developing, analyzing and presenting information to the Superintendent, the Board of

Education, the Legislature, the general public and other public and private agencies and organizations.

6. Serves on special task forces or other committees.
7. Plans, coordinates and reviews, through intermediate supervisors, the work of a staff of professional and clerical personnel.
8. Provides/oversees the training to Department personnel in the functional area.
9. Administers a broad program encompassing business management functions such as accounting, vouchering, payroll, vendor payments, and related services.
10. Advises and assists the Assistant Superintendent on business management matters.
11. Accompanies or represents the Assistant Superintendent in meetings with the Superintendent of Education, Board of Education, or legislative committees to provide information and explanation on financial and related matters.
12. Develops and recommends the revision of policies and procedures.
13. Develops and administers the operating budget and expenditure plan of the Administrative Services Branch.
14. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Education: Graduation from an accredited college or university with a bachelor's degree in business administration with a major in accounting, or with a major in any other field of business administration which included at least twelve (12) semester hours of credit in accounting courses; **AND**

Experience: Nine (9) years of responsible professional work experience in accounting, auditing or budgeting of which five (5) years shall have been in an education program, agency or system including two (2) years of supervision of professional staff in accounting or related functions; **OR**

Any equivalent combination of education and experience which provides the following knowledge, abilities and skills:

1. **Knowledge of:** Financial and management accounting; government accounting; business statistics; computer-based information systems; management and organizational behavior; productivity management; principles and practices of supervision and management; laws, rules, regulations and administrative procedures pertinent to subordinate administrative staff services.
2. **Ability to:** Plan, organize, and oversee payroll, vouchering, inventory management, and leave accounting, mail services operations; communicate effectively with others both orally and in writing; coordinate operations with central agency and other

department business management functions and complex area and school operations; operate computer and other office machines.

RECOMMENDED EQUIVALENCIES FOR EDUCATION:

1. Bachelor's degree from an accredited college of university **PLUS** two (2) years of professional work experience which involved responsibility in accounting, auditing, or budgeting, or cumulative equivalent experience; **OR**
2. Completion of the Cohort Program (or earlier versions of the Department of Education's school administration training program) and twelve (12) semester hours of credit in accounting or equivalent Department-approved training; **OR**
3. Five (5) years of experience in any of the Fiscal Specialist, Budget Specialist, Accounting Operations Specialist, or Reprographic Accounting and Distribution Specialist classes.

RECOMMENDED EQUIVALENCIES FOR EXPERIENCE:

1. Two (2) years of professional work experience which involved responsibility for accounting, auditing, or budgeting, or cumulative equivalent experience, **PLUS** two (2) years of experience in the Fiscal Specialist classes or Budget Specialist classes; meets four (4) of the nine (9) required years of experience; **OR**
2. A Master's degree in business administration from an accredited college or university **PLUS** two (2) years of experience in the Fiscal Specialist classes or Budget Specialist classes; meets four (4) of the nine (9) required years of experience; **OR**
3. Five (5) years of experience as a 12-month education officer, school principal, or vice-principal **PLUS** two (2) years of experience in the Fiscal Specialist I or Budget Specialist I class; meets four (4) of the nine (9) required years of experience.