

Oklahoma Department of Corrections
Unclassified Job Descriptor

CHIEF FINANCIAL OFFICER

Basic Purpose:

The position assigned to this job will report to the agency director and will assume a strategic role in the overall management of the agency; the position will be assigned primary responsibility for the daily planning, implementation, management, and control of all fiscal activities of the agency, to include direct responsibility for finance, accounting, forecasting, strategic planning, job costing, deal analysis and negotiations, partnership compliance, and private and institutional financing.

Typical Functions:

- Directs and oversees all aspects of the finance and accounting functions of the agency.
- Ensures credibility of the finance group by providing timely and accurate analysis of budgets, financial trends and forecasts.
- Ensures that effective internal controls are in place to safeguard financial assets of the agency and ensure compliance with applicable federal, state, and local regulatory laws and rules for financial and tax reporting.
- Ensures agency compliance with governmental accounting standards.
- Ensures that proper documentation is retained and readily available for financial audits and other inquiries; consults with internal and external auditors regarding internal or independent audit findings.
- Provides leadership in development of continuous evaluation of short and long-term strategic financial objectives.
- Provides advice and evaluation on the impact of long range planning and introduction of new programs/strategies and regulatory action.
- Assumes an interactive lead position in the development, implementation, and maintenance of a comprehensive job cost system.
- Manages processes for financial forecasting, budgeting, and associated reporting.
- Establishes and maintains strong relationships with senior management so as to identify their needs and seek a full range of business solutions.

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- Provides senior management with advice on the financial implications of agency activities.
- Provides recommendations to strategically enhance financial performance and business opportunities.

Knowledge, Skills, and Abilities:

Knowledge of processes and principles of management and administration; of governmental budgeting and accounting processes and principles; of gathering and analyzing data; of strategic planning and forecasting; of state and federal laws, rules, and regulations affecting the agency; of the application of such laws, rules, and regulations at a public or governmental agency; of the legislative process.

Knowledge of, and skill in the use of, appropriate information technology hardware and software; the ability to research and analyze complex information and formulate operational and lawful practices, policies, and procedures; strong interpersonal skills with the ability to communicate, both orally and in writing, and manage well at all levels within the agency and with staff at remote locations; strong problem solving and creative skills; the ability to exercise sound judgment and make decisions based on accurate and timely analyses; the ability to establish and maintain effective working relationships; the ability to plan, organize, administer, manage and direct multiple/complex functions/projects simultaneously; the ability to maintain a high level of integrity and dependability with a strong sense of urgency and results-orientation.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in Accounting or Finance and ten (10) years' experience in progressively professional financial leadership roles.

Preferred Qualifications: Master's degree in Business Administration (MBA) or licensure as a Certified Public Accountant (CPA) and ten (10) years' experience in progressively professional financial leadership roles.