

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Iowa Finance Authority Comptroller

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### Definition

Directs and maintains the Iowa Finance Authority's financial management policies, practices, and controls to provide and ensure the accuracy and integrity of the Authority's financial statements for the benefit of internal and external users; produces and presents technical financial information; provides effective audit, budget, cash flow analysis, and program evaluation; directs loan servicing operations; and leads procurement of related systems and services; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Coordinates with other state agencies related to the Authority's state budget.

Identifies, communicates, implements, and reports on all financial performance metrics required by the national rating agencies; integrates metrics into the internal financial management reports provided to the Executive Director and senior staff.

Acts as agency liaison to provide technical assistance on financial, performance, compliance, accounting, internal control, and bond-related issues.

Develops, implements, and monitors the Authority's financial performance, compliance requirements, and internal controls for all programs.

Oversees and directs the daily accounting and loan servicing activities of the agency to include all programs and functions.

Manages the services provided by commercial banking operations including depository, checking, and trust services.

Directs the timely and accurate completion of the Authority's annual audited financial report; serves as the primary contract with external auditors.

Leads budget planning and coordination with Division Directors; develops a consolidated budget in cooperation and consultation with the Executive Director; presents annual budget and updates to the Board of Directors.

Formulates and evaluates the necessary information and measurements to meet the requirements of the Governmental Accounting Standards Board (GASB).

Procures the Authority's budgeting, loan servicing, and financial management software; acts as a liaison with vendors; communicates problems and implements improvements.

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## Competencies Required

### Knowledge:

- Economics and Accounting – Economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.
- English Language – Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules.

### Abilities:

- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

### Skills:

- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Management of Financial Resources – Determining how money will be spent to get the work done, and accounting for these expenditures.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

**Minimum Qualification Requirements**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) All of the following (a, b, and c):
  - a. Graduation from an accredited four-year college or university with a bachelor's degree in finance or accounting; and
  - b. Four years of full-time work experience in public accounting with emphasis on GASB and municipal finance; and
  - c. Two years of full-time work experience in municipal finance.
  
- 2) All of the following (a, b, c, and d):
  - a. Graduation from an accredited four-year college or university with a bachelor's degree in finance or accounting; and
  - b. Two years of full-time work experience in public accounting with emphasis on GASB and municipal finance; and
  - c. Possession of a Certified Public Accountant (CPA) license; and
  - d. Two years of full-time work experience in municipal finance.

*Effective date: 1/17 AKG*