

## **ASSOCIATION OF GOVERNMENT ACCOUNTANTS POSITION DESCRIPTION**

**TITLE:** Director of Professional Certification

**REPORTS TO:** Executive Director

**POSITION CLASSIFICATION:** Exempt, Regular Full-Time

**POSITION SUMMARY:** Responsible for planning, organizing, directing and growing the Association's Certified Government Financial Manager Program, including the following five key areas: (1) seeking recognition of the CGFM designation by federal, state, and local governments, legislative bodies, public accounting firms, consulting firms, private sector organizations, academia, and other professional associations, (2) encouraging candidates to sit for the CGFM Examinations, (3) maximizing the retention of current holders of the CGFM designation, (4) coordinating college curricula, government financial management courses, and self-study material that prepare individuals to sit for the CGFM Examinations, and (5) liaising with the Professional Certification Board to ensure sound policy decisions are made and appropriately integrated within other AGA initiatives.

### **KEY FUNCTIONS**

#### **Program Management**

- Promotes CGFM Program to members, nonmembers, federal, state, and local governments, public accounting firms, consulting firms, private sector organizations, academia, other professional associations, and the public.
- Seeks recognition of the CGFM designation by federal, state, and local governments, legislative bodies, public accounting firms, consulting firms, private sector organizations, academia, and other professional associations.
- Develops and implements a marketing plan in consultation with the Executive Director and the Deputy Executive Director of Programs to seek recognition of the CGFM designation, promote the CGFM Program, and maximize the retention of current holders of the CGFM designation.
- Develops and maintains linkages for CGFM activities and products with federal, state, and local governments, public accounting firms, consulting firms, private sector organizations, academia, and other professional associations.
- Coordinates marketing and media linkages for CGFM Program outreach.
- Develops and monitors the CGFM Program budget in consultation with the Executive Director, Deputy Executive Director of Finance and Administration, and the Finance and Budget Committee.
- Supervises the Director of Professional Certification Administration.

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**Program Administration**

- Writes articles for in-house publications, speeches, external professional meetings and events.
- Represents CGFM program at professional conferences and panels.
- Serves as staff liaison to Professional Certification Board.

**REQUIREMENTS:**

- College degree or commensurate experience.
- Ability to promote and market a major association program.
- Strong knowledge of the government financial management.
- Good public presence and the ability to interact with many types of people at different levels.
- Excellent written and verbal communication skills.
- Ability to handle multiple projects simultaneously.
- Ability to work well under pressure, determine priorities, and produce results.
- Demonstrated computer skills and working knowledge of word processing, spreadsheet, and data base applications.
- Ability to travel as necessary.