

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1128      **TITLE:** DEPUTY FINANCE DIRECTOR      **GRADE:** S-34

**DEFINITION:**

Under direction, to assist the Finance Director in administering, planning, and coordinating the work activities of the Finance Department; to act in the Director's absence; and to do related work as required.

**TYPICAL TASKS:**

Assists the Finance Director in managing the County's automated, central accounting system;  
Participates in developing policies, standards, and controls for the department;  
Assures the provision of basic documents to implement the disbursement of all County funds in accordance with established procedures;  
Provides supervision and guidance to agency division chiefs relative to prescribed goals, objectives, and requirements;  
Identifies agency deficiencies and recommends necessary action;  
Prepares management and financial reports, studies, and memoranda;  
Ensures the development and training of staff;  
In the absence of the Director, attends meetings and makes commitments on the Director's behalf, and signs necessary financial reports and documents as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of the principles, methods, and practices of governmental accounting and budgeting;  
Extensive knowledge of the laws and administrative policies governing municipal financial practices and procedures; considerable knowledge of electronic financial data processing systems;  
Considerable knowledge of modern office practices and procedures as applied to fiscal record keeping activities;  
Ability to supervise the development and installation of accounting systems and procedures;  
Ability to conduct financial studies and prepare complex financial reports;  
Ability to analyze and interpret fiscal and accounting data and reach sound conclusions;  
Ability to plan, organize, and direct the work of subordinates;  
Ability to establish and maintain effective working relationships with others.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a degree in finance, public administration, business administration, or a related field, with major course work in accounting, plus five years of progressively responsible professional experience in financial work, including two years of supervisory experience in administering a comprehensive financial accounting system. A Master's degree in an appropriate field may be substituted for one year of the required experience.

**NECESSARY SPECIAL REQUIREMENTS:**

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency. **Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.**

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