

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

**CLASS CODE:** 1358

**TITLE:** CHIEF, FINANCE DIVISION

**GRADE:** S-32

**DEFINITION:**

Under administrative direction, to function as division chief over the Revenue Collection Division or the Accounting and Reporting Division in the Office of Finance; to administer and oversee the division's daily operations, and supervise a large staff of professional, technical, and clerical-accounting personnel; and to do related work as required.

**TYPICAL TASKS:**

As Division Chief for Revenue Collection, plans, directs, and coordinates all activities associated with collecting County taxes and fees and managing County insurance and investment programs; Supervises the activities of the Accounts Receivable, Accounts Maintenance, Cashier, Delinquent Accounts, and Correspondence and Information branches; Establishes banking and investment procedures for the deposit and withdrawal of County funds from commercial banks; Accomplishes the actual banking operation; Develops and implements a comprehensive program for investing idle County funds, including forecasting cash needs and timing investments so that maturities are correlated with cash requirements; Maintains a thorough knowledge of investment markets and local and State requirements for the investment of public funds; Determines insurance requirements and, with assistance from consultants and the County Attorney, purchases policies to meet established needs; Prepares the revenue budget for investment interest; Coordinates the County's self-insurance funds; Plans, schedules, and coordinates tax billings, analyzes and prepares budget estimates.

As Division Chief for Accounting and Reporting, plans, directs and coordinates the agency's accounting and reporting activities, which encompass the Accounts Payable, Financial Control, General Accounting, and Fixed Assets branches; Directs the preparation and maintenance of financial records and statements; Directs the staff ensuring the integrity and security of the financial data provided by ONLINE FAMIS; Ensures that the financial systems meet County requirements; Plans, directs and oversees implementation of broad accounting policies and procedures; Reviews the balancing of accounts and monthly statements; Prepares management reports; Ensures compliance with all County, Federal and State laws, requirements, and procedures; Provides training for staff.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

As appropriate, extensive knowledge of the principles, methods, and practices of banking and investments;

Extensive knowledge of modern fiscal record keeping practices and procedures;

Extensive knowledge of the laws and administrative policies, principles, methods, practices and reporting requirements of governmental accounting and budgeting;

Ability to plan and carry out an effective banking and investments program;

Ability to conduct financial studies and prepare complex financial reports;

Ability to oversee, plan, direct, and manage comprehensive automated financial systems;

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, banking, or a related field, with major course work in accounting; plus five years of professional experience in financial work including two years of supervisory experience administering a comprehensive automated 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.**

REGRADED:	February 20, 2008
REVISED:	March 28, 2007
REVISED:	April 16, 2002
REVISED:	June 12, 1986
ESTABLISHED:	June 20, 1983

