

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1360 **TITLE:** CHIEF ACCOUNTING FISCAL OFFICER **GRADE:** S-28

DEFINITION:

Under direction from the Deputy Finance Director, to provide overall management and direction of the County's complex accounting operations; to establish, plan, organize, direct and implement broad accounting policies and procedures with Countywide impact; and to do related work as required.

TYPICAL TASKS:

Establishes and defines accounting policies, procedures and controls to ensure County compliance with Federal and State laws and reporting requirements, generally accepted accounting principles, and governmental accounting, auditing, and financial reporting standards; evaluates accounting procedures and operations to ensure that reporting requirements and standards are met; directs the conversion of financial records to ONLINE FAMIS structure; ensures the integrity and security of the financial data provided by ONLINE FAMIS; provides technical support in the selection, design and implementation of an automated financial system; directs the testing of financial systems; develops an accounting classification structure, editing and posting rules, and other financial system requirements; represents the Office of Finance on all matters regarding ONLINE FAMIS; ensures that financial systems meet County requirements; directs the preparation of the Comprehensive Annual Financial Report, Auditor Public Account Reports, and other financial reports prepared by the County; provides timely and accurate financial reports to management; directs the reconciliation of all County bank accounts; directs the reconciliation of all County retirement accounts and the deferred compensation plan; prepares reconciliation of the treasury accounts; ensures that County expenditures are in compliance with Board of Supervisors resolutions; coordinates the independent audit of the County's financial records; coordinates the distribution of the County payroll; provides advice and assistance to County financial managers on accounting policies and procedures; serves in the Deputy Finance Director's absence.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the principles, methods and practices of governmental accounting;
Extensive knowledge of the principles, methods and practices of good accounting and fiscal management;
Extensive knowledge of Federal, State and County procedures, policies, regulations and legislation impacting the maintenance of County financial records and reports;
Knowledge of electronic financial data processing systems;
Ability to apply the principles and practices of governmental accounting to complex governmental accounting systems;
Ability to plan, direct, and coordinate the work of a large staff of professional accountants and technicians;

Ability to prepare and/or coordinate the preparation of comprehensive, complex accounting reports and records;
Ability to write and speak effectively;
Ability to devise, develop and implement sound accounting policies and procedures;
Ability to work effectively under pressure and meet established deadlines;
Ability to maintain good working relationships with employees, public officials and the general public.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a degree in business administration, finance, accounting or a related field and considerable working experience with automated financial systems; plus five years of increasingly responsible experience in governmental accounting. A masters degree in an appropriate field may be substituted for one year of the required experience.

NECESSARY SPECIAL REQUIREMENTS:

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED: April 16, 2002
APPROVED: December 10, 1984