

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1362

TITLE: ACCOUNTANT III

GRADE: S-27

DEFINITION:

Under limited supervision and in accordance with Generally Accepted Accounting Principles (GAAP), plans, directs and supervises the activities of a professional accounting staff engaged in the performance, analysis, and review of highly complex, diversified accounting tasks for County; OR serves as an expert in an area of accounting which has County-wide impact (i.e. directing FAMIS for the County); and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions within the Accountant III class serve as a professional supervisor OR has county-wide responsibility for a complex function in the Department of Finance.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)

Supervises staff in preparation of highly complex and diversified financial reports with a County-wide impact required by Federal and State, including County's comprehensive annual financial report (CAFR);

Serves as a lead consultant and coordinates training opportunities for County departments on accounting and financial reporting matters;

Participates in development and implementation of county-wide policies and procedures pertaining to accounting and financial reporting;

Coordinates programs with County-wide impact (i.e., Integrated Customer Assistance Compliance program, Internal Controls program)

Participates in the management and oversight of county-wide policies and procedures affecting the security and integrity of online FAMIS:

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Considerable knowledge of the principles, methods, and practices of governmental accounting and fiscal management, and the ability to apply them to complex governmental accounting systems;

Considerable 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 plan, direct, and supervise the activities of professional accountants engaged in complex accounting work;

Ability to prepare and/or coordinate the preparation of comprehensive, complex accounting reports and records;

Ability to develop and implement sound accounting policies and procedures;

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in accounting; OR a bachelor's degree in business administration or related field that has been supplemented by at least 24 credit hours of intermediate level accounting or higher;

PLUS

Four years of increasingly responsible accounting experience including two years experience with automated accounting systems.

CPA certification or a master's degree in an appropriate field may be substituted for one year of required experience.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

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.

REVISED: February 2, 2010
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