

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1371 **TITLE:** FINANCIAL SPECIALIST II **GRADE:** S-24

DEFINITION:

Under general supervision, performs a wide variety of moderately complex budget and fiscal management responsibilities for an agency; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions within the Financial Specialist II class perform professional full performance level work and carry out the full range of duties within budget and fiscal management with limited guidance.

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.)

Prepares and/or analyzes financial data and makes recommendations;
Plans, organizes and participates in the reconciliation of funds;
Prepares long range revenue and expenditure estimates necessary to forecast economic feasibility of various projects;
Reviews and verifies postings to appropriate ledgers and subsidiary accounts;
Prepares or assist development of the agency budget and monitors budget status.

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.)

Knowledge of generally accepted accounting principles;
Ability to prepare, interpret and analyze financial reports and statements;
Ability to develop and apply budget, procurement, and payment procedures in accordance with established County policies.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
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 6 credit hours of basic accounting principles and concepts.; PLUS 2 years of professional level finance or business administration experience. A Master's degree in a related field or CPA may substitute for 1 year of experience.

CERTIFICATES AND LICENSES REQUIRED:

None.

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 employment and periodically thereafter, as determined by the department head. An applicant or an 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 positions must demonstrate financial responsibility in personal finances as a condition of employment.

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