

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1372 **TITLE:** FINANCIAL SPECIALIST III **GRADE:** S-27

DEFINITION:

Under limited supervision, plans, directs and supervises professional fiscal staff responsible for performance, analysis and review of highly complex budget and fiscal management work for an agency **or** serves as the fiscal manager responsible for development and oversight of a moderately complex agency-wide budget and fiscal operation; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions within the Financial Specialist III class serve as a professional supervisor and/or perform advanced specialized work in the area of budget and/or fiscal management.

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.)

Participates in the formulation and documentation of agency fiscal policies and procedures;
Oversees the maintenance of numerous fund/subfund accounts;
Reviews long range revenue and expenditures estimates to ensure availability of funds;
Prepares or oversees the preparation of large agency budget;
Researches budget, finance and procurement requirements, analyzes impact on current operations and recommends means of implementation.

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 budgeting and fiscal management and the ability to apply them to complex governmental systems;
Considerable knowledge of Federal, State and County policies, procedures, regulations and legislation impacting the maintenance of financial records;
Ability to effectively supervise and coordinate the activities of staff;
Ability to develop and implement fiscal policies and procedures.

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 Four 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.

REVISED: February 2, 2010

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ESTABLISHED: November 6, 2009