

CLASS SPECIFICATION FOR
Deputy Director of Finance

GENERAL STATEMENT OF DUTIES: Assists in planning, organizing and directing the operations of the Department of Finance under the direction of the Director of Finance; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a high-level professional and administrative position involving responsibility for assisting in the supervision of the operation of the Department of Finance, including Accounting Division, Budget Division, Real Estate Assessment Division, and the Treasury Division. The Treasury Division includes the License, Cashier, Personal Property Assessment, and Delinquent Tax Collection Sections. Work is performed under the general direction of the Director of Finance. In addition, the Deputy Director of Finance acts as a fully responsible deputy with all authority of the Director in his/her function as Commissioner of Revenue and Treasurer. General supervision is exercised over the work of all sections of the Department, with direct supervision of the Finance Division Directors and the Real Estate Assessment Director.

EXAMPLES OF WORK (illustrative only):

- Coordinates the activities of the various divisions and sections of the Department;
- Assists in establishing broad guidelines to serve as standards of performance for the various divisions and sections in Finance;
- Advises the Director of Finance and department heads on budgetary and other fiscal problems;
- Gives professional advice and assistance to difficult problems encountered by department and section heads;
- Prepares a wide variety of periodic and special financial and statistical reports;
- Interprets and presents financial/budgetary reports in a wide variety of public meetings;
- Performs a wide variety of related professional and administrative duties;
- Assists in designing long-term financial plans for capital improvement programs;
- Assists in the design and coordination of the County's Annual Fiscal Plan (Budget);
- Oversees debt management;
- Manages the investment of all County funds;
- Works with the public to diplomatically resolve complaints regarding financial and tax matters;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the principles and practices of accounting and budgeting (i.e., GAAP); extensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; extensive knowledge of the State taxation code (Title 58.1 of the Code of Virginia); ability to prepare and to interpret financial reports; ability to plan, organize and direct the work of subordinate employees in the specialized fields of accounting, payroll administration, tax assessment and tax code enforcement; ability to establish and maintain harmonious working relationships within the Finance Department, with department heads, County staff, governmental officials, and the public; and good professional and administrative judgment.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in accounting, business, finance, public administration or a related field and at least eight (8) years of experience in finance administration and/or governmental law, some preferably in a local government (a CPA with a master's degree is preferred); OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.