

NEW CASTLE COUNTY GOVERNMENT

Number 0252

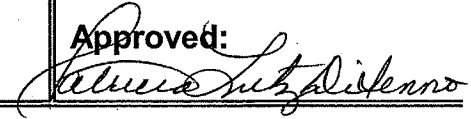
CLASS SPECIFICATION

Page 1 of 2

Date 11/01/03

Title: ACCOUNTING AND FISCAL OFFICER

Approved:



GENERAL STATEMENT OF DUTIES: Performs highly responsible accounting and financial work and oversees fiscal operations of the Office of Finance; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class has the principal responsibility to supervise highly technical accounting and fiscal operations and provides financial expertise and recommendations relative to this function. This employee analyzes complex fiscal problems and develops fiscal processes and policies to meet established financial objectives. This employee is responsible for various computerized financial system operations. Responsibilities also include projects and research in the areas of payroll, budget, accounts payable, and other financial matters. This employee supervises professional and non-professional staff in the accounting area and assists in supervising staff in the budget area. This employee exercises considerable independent judgement under administrative supervision.

EXAMPLES OF WORK: (Illustrative only)

- Provides coordination between independent auditors and County staff during the audit process;
- Assists in the review of, and management's response to, the auditor's Management Letter;
- Supervises the preparation of the Comprehensive Annual Financial Report;
- Plans, controls, and directs work of accounting staff;
- Coordinates special accounting and finance projects such as the accounting system;
- Implements promulgation of the American Institute of Certified Public Accountants' professional standards boards (Financial Accounting Standards Board and Government Accounting Standards Board) as they pertain to New Castle County;
- Provides technical assistance to other managers as needed;
- Supervises personnel in the accounting area and assists in supervising personnel in the budget area;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Coordinates and oversees the maintenance and reconciliation of the County's financial records;

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CLASS SPECIFICATION

Page 2 of 2

Date 11/01/03

Title: ACCOUNTING AND FISCAL OFFICER

Approved:



- Analyzes complex financial and accounting matters for the County and makes recommendations to management;
- Assists in special projects as assigned by the Chief Financial Officer;
- Assists in the preparation of the annual operating budget and in matters relating to the capital budget and capital project financing;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles, methods, and practices of professional accounting with emphasis on governmental accounting and budgetary practices; good knowledge of modern business management and supervisory principles and practices; good knowledge of the principles involving the laws, ordinances, regulations, and administrative policies governing the financial operations of the County; good knowledge of automated financial systems; ability to develop, revise, and apply modern accounting principles and procedures; ability to analyze financial accounting data and to make appropriate recommendations; ability to supervise employees; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with other employees, general managers, County administration, and outside agencies; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years of progressively responsible experience as an accountant in a supervisory position within a medium to large financial service organization, preferably in a governmental agency, to include at least three years in the supervision of a major automated financial and accounting system, and possession of a Bachelor's Degree from an accredited college or university with major course work in accounting or finance; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

Established: 08/27/90
Revised: 01/24/95
Revised: 07/01/97
Revised: 12/01/99
Revised: 11/01/03