

NEW CASTLE COUNTY GOVERNMENT

Number 0257

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CLASS SPECIFICATION

Date 07/24/12

Title: ACCOUNTING AND FISCAL MANAGER

Approved:

Valencia L. Seitz

GENERAL STATEMENT OF DUTIES: Performs highly responsible financial administrative work as it relates to the planning, organizing, directing, supervising and implementing of complex financial systems and financial operations for the Accounting and Budget Sections of New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class manages highly technical accounting and budgetary operations and provides financial expertise and recommendations relative to this function. This employee is responsible for the development, review and modification of financial systems and procedures. Supervision, through subordinate professional personnel, is exercised over various financial operations. This employee is charged with overseeing the County's operating budget, the capital program and budget, annual financial reporting, debt financing and management advisory services. Work is performed under the administrative direction of the Chief Financial Officer.

EXAMPLES OF WORK: (Illustrative only)

- Directs the activities between the independent auditors and the County staff during the annual audit process;
- Coordinates special accounting and financial projects;
- Coordinates the preparation of the County's Annual Operating Budget, Capital Program and Budget, Official Statement, Comprehensive Annual Financial Report and other financial reports;
- Studies and makes recommendations on internal methods, systems and procedures in order to provide more efficient operations and more effective programs;
- Directs and reviews the work of staff engaged in the maintenance of the centralized accounting and budgetary systems;
- Reviews accounting procedures and policies and recommends changes or modifications which are designed to increase the efficiency and effectiveness of County operations;
- 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;
- Operates a personal computer and other related equipment in the course of the work.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the principles, methods and practices of professional accounting with emphasis on governmental accounting and budgetary practices; comprehensive knowledge of fiscal planning and administration; thorough knowledge of supervisory principles and practices; good knowledge of laws, ordinances and regulations governing the financial operations of the County; ability to develop and apply modern accounting procedures; ability to analyze and interpret fiscal budgetary data; ability to plan, organize and direct the installation of financial systems and procedures; ability to direct cross-functional teams and provide management advisory services; ability to communicate courteously and effectively, both verbally and in writing; ability to make sound decisions.

MINIMUM QUALIFICATIONS: At least ten (10) years progressively responsible experience as a financial manager or administrator in a complex governmental finance agency or corporate finance department which shall include financial reporting, budget management, automated systems development and organizational analysis at the supervisory level, and possession of a Bachelor's Degree from an accredited college or university with major course work in accounting or finance; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 08/27/90
Revised: 01/24/95
Revised: 07/01/97
Revised: 11/01/97
Revised: 05/01/01
Revised: 07/24/12