

TOWN OF FAIRFAX
FINANCE DIRECTOR

JOB SPECIFICATION

DESCRIPTION

To plan, direct, manage, and oversee the activities and operations of the Finance Department including accounting, finance, treasury, purchasing, risk management, information technology and services, data processing, and other related support services; to act as Chief Financial Officer to the Town; to coordinate assigned activities with other Town departments and outside agencies; and to provide highly responsible and complex administrative support to the Town Manager.

Function: Under administrative direction, performs professional accounting work; provides information on accounting practices and procedures and on the City's computer-based financial system; examines, analyzes, and verifies financial statements and records; prepares financial and statistical reports; and performs related work as required.

Class Characteristics: This is a department head level position with the Town. The incumbent is responsible for planning, organizing, and directing the activities of the Town's Finance Department. Work is performed with considerable latitude for independent judgment and initiative under direction of the Town Manager. Supervision is exercised over clerical and administrative personnel.

Representative Duties: The representative duties listed include essential and marginal functions. Individuals with disabilities will be considered for placement into positions in this class based upon an assessment of the essential functions of the particular position.

Assume management responsibility for all Finance Department activities including accounting, budgeting, insurance, treasury, business licenses, accounts payable and receivable, purchasing, auditing, payroll, and other related support services and functions.

Manage the development and implementation of Finance Department goals, objectives, policies, and priorities; allocate resources accordingly.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload and administrative and support systems; identify opportunities for improvement; direct the implementation of changes.

Select, train, motivate, and evaluate assigned administrative personnel; provide or coordinate staff training; evaluate employee performance;

Plan, direct, and coordinate the Finance Department work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; oversee the activities of a staff involved in departmental programs and functions; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Town, and Department budgets and the capital project budget; direct the forecast of additional funds needed for staffing, equipment, materials, supplies and capital projects; direct the monitoring and approval of expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Provide staff assistance to the Town Manager and Town Council; prepare and present staff reports and other necessary correspondence; assist citizens and customers in accessing Town services.

Establish, direct, coordinate, and participate in the Town's budgeting, accounting, and financial reporting practices; develop and establish controls necessary to assure the accuracy and security of all records and funds; evaluate performance of accounting procedures and financial controls; identify variances from approved or authorized practice and initiate action to ensure established controls are maintained.

Assume responsibility for the timely preparation of all financial reports and statements including monthly financial statements and reports, annual financial reports, and reports required by outside governmental agencies; prepare, review and analyze reports to ensure conformance with generally accepted accounting principles.

Maintain and reconcile a variety of ledgers, reports and accounting records; examine and correct accounting transactions to ensure accuracy; prepare journal vouchers to adjust and correct errors in accounting records; perform month end, fiscal year end, and calendar year end accounting system processing.

Perform a variety of professional and technical tasks involving the use of fund financial systems and governmental accounting procedures including to conduct or oversee the investment of Town funds, performance of collection of Transient Occupancy Tax, business licenses and special assessments, bank reconciliations, preparation and maintenance of schedules of long-term debt and fixed assets, review and recording of all cash receipts/deposits, transferring of cash as required, preparation of billings for accounts receivable, and related activities.

Administer the Town's purchasing program; participate in the development and enforcement of purchasing rules and regulations; review purchase orders and invoices.

Stay abreast of new trends and innovations in the fields of accounting, budgeting, treasury, data processing, auditing, purchasing, payroll management, and public administration.

Contacts and Relationships: Employee has contacts with all Town departments regarding budgetary and related questions. The employee will also have periodic contact with auditors, investment specialists, and software vendors. Contacts also involve the supervision of clerical employees including on-the-job training.

Accountability: Employee is accountable for the area assigned, including the quality and efficiency of services supervised. The employee is responsible for ensuring that duties performed and supervised are carried out in accordance with general accepted accounting principles and that the accuracy and integrity of financial records are maintained.

Working Conditions: Essentially all of the employee's working hours are spent in an office. Most work assignments involve a high degree of concentration. Positions in this class may be exposed to some level of computer operator eye fatigue associated with use of a video display screen. There may be some light to moderate physical work in the handling of supplies, files, computer equipment, etc.

QUALIFICATIONS GUIDELINES

Experience and Education: Graduation from an accredited four-year college or university with major coursework in accounting or a closely related field, and considerable experience (three to four years) at a professional accounting level, preferably in a public agency; supervisory experience is desirable; or any equivalent combination of training and experience that provides the knowledge, skills, and abilities listed below.

Through knowledge of the principles and practices of governmental budgeting, accounting and auditing. Knowledge of all Microsoft Office programs, Quadrant Cashier System, Banyan Data Systems, and Paychex payroll system a plus.

Considerable knowledge of the approved principles and standard practices of centralized computer based accounting, auditing, treasury management, and revenue administration.

Knowledge of laws and regulations affecting municipal finance administration.

Ability to apply the principles and practices of accounting to the municipal budget.

Ability to prepare clear, accurate and concise statistical and financial reports.

Ability to understand, interpret and apply complex guidelines.

Ability to establish and maintain effective working relationships with Town employees, subordinates, and the general public.

Ability to supervise employees and activities in assigned areas of responsibility.

Ability to communicate effectively, orally and in writing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job require close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Special Requirements

Possession of or ability to obtain, prior to employment, a Class C California driver's license and a good driving record.

SALARY RANGE:

Annual Salary A \$97,596 B \$102,480 C \$107,604 D \$112,988

Monthly Salary A \$8,133 B \$8,540 C \$8,967 D \$9,416

DATE: 07-01-09

APPROVED: 
Town Manager