

**GENERAL DEFINITION OF WORK:**

Performs difficult professional and administrative work in planning, organizing and directing the financial activities of the County; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:****Planning, organizing, directing and supervising financial programs, systems and services of the County/schools; coordinating work with County Administrator, Superintendent of Schools and other departments; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, implements and directs the financial operations of the consolidated Finance Department, serving both Fauquier County Government and Fauquier Public Schools.
- Directs and evaluates subordinate managers of the divisions of Finance; develops leadership in others through coaching, mentoring and rewarding.
- Directs development of processes and solutions to meet the objectives of County and schools operational needs; creates and directs the department's shared vision in alignment with County vision; plans the short and long-term direction of the department.
- Establishes guidelines to serve as standards of performance for the department/divisions of Finance; monitors and reviews results through a variety of forums, including meetings with supervisors, departmental meetings and written reports.
- Oversees the preparation of the County's Comprehensive Annual Financial Report.
- Interprets broad policy and legislation; generates specific guidance for use by managers in developing and implementing financial management system.
- Plans, develops, implements and evaluates fiscal policy.
- Oversees and manages the debt portfolio and issuance of debt.
- Directs preparation of the department/divisions budgets; oversees compliance with the adopted budget.
- Performs revenue projection and monitoring in coordination with the Revenue Committee.
- Develops and exercises management controls to ensure fiscal integrity of the County and Schools.
- Directs the internal audit and pre-audit functions of all funds for the County and Schools.
- Advises department heads, County Administrator, School Board and Board of Supervisors on fiscal matters.
- Interprets and presents financial reports in internal and public meetings.
- Serves on teams and committees as necessary to implement organizational goals such as CIP and FPIC.
- Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of general laws and administrative policies governing financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; thorough knowledge of the principles and practices of a local government purchasing system; thorough knowledge of the practices, methods and laws relating to local government bond financing; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to develop long-range financial plans; ability to establish and maintain effective working relationships with County officials, associates and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting, business administration or related field and extensive experience in public finance administration including extensive supervisory experience.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Must pass a criminal background check and credit history check.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date _____	Name _____
	Signature _____
Date _____	Supervisor _____
	Signature _____