



CLASS SPECIFICATION FOR:

Deputy Director of Finance

General Statement of Duties:

Assists the Director of Finance in the administration of the County's financial activities and operational divisions under the purview of the Department of Finance; does related work as required.

Distinguishing Features of Class:

Primary responsibilities include a wide range of managerial and oversight duties involving coordinating and managing the County's financial activities under the purview of the Finance Department's operational divisions. The position incumbent collaborates closely with the Finance Division Directors to review and prepare internal and external financial reporting, including the County's annual Financial Statements, Operating Budget, Capital Improvement Plan and interim reporting to management; provides administrative guidance and oversight to the work activities and products of the Finance Divisions through close collaborations with the Division Directors and assigned staff; develops and implements procedures and policies; collaborates with the division staff and IT to ensure that financial systems are effective, efficient, and in compliance with County guidelines and procedures; and recommends fiscal and budgetary policies and alternatives. Duties also include the supervision and coordination of the activities of subordinate professional, technical, and clerical employees assigned to the various operational divisions and business units within the Department of Finance. The incumbent is required to stay well informed and up to date on current and anticipated projects, needs, issues and developments in financial regulations and requirements with impact to the conduct of County government. Requires wide-ranging proficiencies in political savvy, interpersonal and communication skills to interact effectively and productively with diverse target audiences and stakeholders. Serves as Director of Finance in the Director's absence.

Examples of Assigned Duties (*illustrative only of the types and scope of duties and responsibilities assigned to positions in this class*):

- Assists the Director of Finance in planning, organizing, coordinating, and directing the strategic and day-to-day activities of the Department of Finance to ensure operational efficiencies and operations are managed within approved budgets;
- Assists the Director of Finance in the strategic organization of the Department's resources and various operational divisions and business units to ensure regulatory compliance and efficient, cost-effective delivery of activities, reports, programs and services managed by the department;
- Provides guidance and oversight to the department's staff, resources and various operational divisions and business units to ensure the safe, full and efficient operational readiness of the department's personnel and resources and to resolve any staffing or operational issues;
- Provides effective supervision of assigned staff (professional, paraprofessional, technical, support, etc.) including schedules, timecards, time off, evaluations, prioritizing and assigning work, and other related activities not limited to selection, training, coaching, mentoring, providing feedback, disciplinary actions and providing development opportunities for assigned staff;
- Collaborates effectively on the development and revision of department and divisional policies and procedures to ensure that policies are current, consistent and aligned with County and Department policies and strategic goals and regulatory mandates;
- Ensures that internal policies and procedures create proper internal controls in conformance with best practices;
- Reviews financial reporting, collects data and research regarding financial trends, analyzes and trends financial data, develops long-range multi-year financial projections and recommendations based on the analysis of data and findings;
- Manages a variety of reporting, operational activities, special projects and programs as assigned;
- Responds to various types of requests for information, including procedural inquiries, and financial data requests, from other departments, agencies and employees, effectively collaborating with Department staff as needed to ensure accurate actionable information;
- Prepares and presents a variety reports, information and viable recommendations to the Director of Finance, County Manager, and the County Board of Supervisors as assigned;
- Assists with the development and administration of appropriate funding sources including cash reserves, revenue bonds, grants, and other available non-County funding sources necessary for proposed and approved County projects, services and operations;
- Collaborates with department and Purchasing staff on bid review and selection and recommends award;
- Collaborates with IT and department staff to monitor, evaluate, plan and coordinate support, including enhancements and upgrades and replacements, to effectively support and manage divisions' services, programs and systems operational needs;
- Assures that financial systems are established and maintained in accordance with sound accounting practices, Code of Virginia, and County guidelines and regulations;
- Develops and maintains effective working relationships with all levels of staff, County administration and Officials, internal and external auditors, and the general public;



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- Develops and maintains a thorough up-to-date working knowledge and understanding of the Department's operational divisions' mandated regulations and requirements, including related policies, procedures and reporting;
- Regularly reviews the department's approved budget, expenditures, costs, funding records and other related operational activities to monitor and manage costs and recommend fees and other charges to offset operational costs;
- Assists with or coordinates developing the Department's annual operating budget;
- Approves purchase orders and expenditures (requisitions) within defined County standards up to specified maximum;
- May serve as the Director of Finance in the Director's absence;
- May be required to work a flexible schedule as needed;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Comprehensive knowledge of generally accepted accounting principles and standards and the principles, practices and applications of current financial practices and systems; extensive knowledge of local government accounting regulations and financial recordkeeping, reporting requirements and procedures; thorough knowledge and understanding of the principles, practices, methods and techniques of budgeting for public sector operations and for capital Improvements; thorough working knowledge of processes related to cash management, investments and financial auditing; excellent research and statistical analysis skills; accurate working knowledge of County and departmental rules, regulations, policies, procedures, and directives; sound judgement, critical thinking and problem-solving skills with the ability to appropriately troubleshoot, analyze and resolve a wide variety of financial questions and issues within established policies, guidelines, requirements and procedures; personal accountability and professional integrity; ability to accurately synthesize data, consider and weigh a variety of relevant factors and make accurate determinations, decisions and recommendations; demonstrated sound political savvy and astuteness; demonstrated sound understanding of the department's role within the context of the larger role in Henrico County Government and the community; demonstrated ability to effectively communicate and implement the department's mission; excellent organization skills with the demonstrated ability to effectively multitask, plan, organize, delegate, direct, and supervise the work of the department's operations effectively to successfully achieve operational goals and mandates within established requirements and deadlines; demonstrated ability to positively and effectively motivate and lead subordinates; sound skills in the practices of data collection and management with the demonstrated ability to prepare a variety of reports and other documentation; ability to read and consistently comprehend, interpret, apply, explain, communicate and enforce complex ideas, technical information and regulations accurately, clearly and concisely, both orally and in writing; demonstrated sound technical skills with ability to use typical business software, proprietary software and applications incidental to assigned duties and department operations; excellent interpersonal and communication skills (written and verbal) with the ability to interact professionally with diverse populations of internal and external stakeholders; demonstrated ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain good working relationships with all levels of department staff, County staff and officials, the public, and other relevant stakeholders; demonstrated personal accountability with a demonstrated ability to serve as a positive role model for subordinate personnel by leading by example and maintaining open effective two-way communication channels; ability to create and sustain a positive work environment which builds on individual differences and focuses on effective collaborations; demonstrated excellent supervisory skills with the ability to foster and maintain high morale and engagement; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy. Must be able to positively and appropriately represent the County internal and external stakeholders. May be required to work a flexible schedule as needed.

Minimum Education and Experience:

Education: Four (4) year degree in accounting, finance, public administration or other relevant field;

Experience: Ten (10) years of previous relevant professional accountant work experience to include six (6) years of experience in a supervisory capacity, preferably at a middle manager level or higher;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require a valid driver's license to perform assigned duties at various locations Countywide.