

NEW CASTLE COUNTY GOVERNMENT

Number 0261

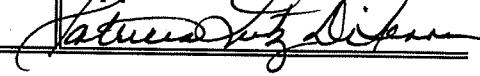
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CLASS SPECIFICATION

Date 05/01/01

Title: SENIOR FINANCIAL OFFICER

Approved:



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

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class has the principle responsibility to supervise highly technical accounting and budget operations and to provide financial and strategic planning expertise primarily within the Office of Finance. Major areas of concentration will encompass financial processing, reporting, budgeting and forecasting within the Office of Finance of the County. Responsibilities also include special projects and research in the areas of payroll, budget, accounts payable and other financial matters. This employee provides technical assistance and advice to fiscal personnel in all County departments and makes recommendations to management on fiscal matters and policies. Work is performed with considerable independence under administrative direction of the Accounting and Fiscal Manager.

EXAMPLES OF WORK: (Illustrative only)

- Develops and executes the County's plan for the annual operating and capital budgets;
- Directs and oversees the activities for the annual financial audit;
- Assists in the development of fiscal policy consistent with the County's financial condition;
- Supervises professional and support staff and their functions;
- Oversees the maintenance and reconciliation of the County's financial records;
- Coordinates enhancements and improvements to the financial and payroll systems;
- Assists in the County's debt management and bond offerings;
- Formulates and recommends County tax rates and user fees;
- Evaluates County-wide financial operations and provides technical assistance to departments;
- Coordinates analytical financial reviews and special projects as required;
- Confers with officials and representatives from the public and governmental agencies concerning financial matters;
- 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 data processing terminal, personal computer and other related equipment in the course of the work.

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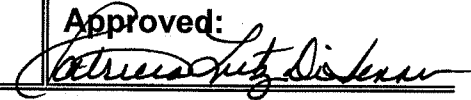
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CLASS SPECIFICATION

Date 05/01/01

Title: SENIOR FINANCIAL OFFICER

Approved:



REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of accounting and budgetary principles and methods with emphasis on governmental accounting and budgetary practices; comprehensive knowledge of fiscal planning and administration; thorough knowledge of automated financial systems, applications and uses; good knowledge of laws, ordinances and regulations governing the financial operations of the County; good knowledge of public or business administration; demonstrated ability to coordinate operational functions and supervise related personnel; ability to analyze complex financial problems; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least seven years of progressively responsible fiscal experience in a supervisory position, preferably in a government environment, and possession of a Bachelor's Degree from an accredited college or university with major course work in accounting, finance or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established:	09/01/80
Revised:	07/24/89
Revised:	04/01/94
Revised:	07/01/97
Revised:	11/01/97
Revised:	05/01/01