

NEW CASTLE COUNTY GOVERNMENT

Number 0278

CLASS SPECIFICATION

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Date 07/01/15

Title: DEPARTMENT FINANCE OFFICER

Approved:



GENERAL STATEMENT OF DUTIES: Performs highly responsible financial and administrative work relating to the financial operation of the assigned department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class provides financial and strategic planning expertise by conducting research and preparing reports and recommendations regarding administrative practices and procedures, budget preparation, costs of various activities (cost analysis) and similar management problems. Under general supervision, this employee has wide latitude in devising and modifying procedures and supervises subordinates.

EXAMPLES OF WORK: (Illustrative only)

- Supervises the work of a variety of personnel related to budget preparation, costs and analysis;
- Reviews, maintains and improves existing general records and accounts;
- Establishes master records as a basis for departmental cost and control functions;
- Develops formats and reporting schedules for management use;
- Investigates and makes recommendations for equipment needed for existing and projected cost and control functions;
- Develops costs and schedules from prior fiscal experience for annual budget request;
- Analyzes departmental requests for new equipment, new services or programs and makes recommendations;
- Summarizes and prepares the operating and capital budget request;
- Interprets and applies regulations, policies and procedures as outlined by Federal management circulars for the State of Delaware, New Castle County and other applicable jurisdictions;
- Supervises, trains, instructs and evaluates employees;
- 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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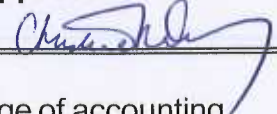
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Date 07/01/15

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Title: DEPARTMENT FINANCE OFFICER

Approved:



REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of accounting principles and practices; thorough knowledge of the techniques of cost analysis; thorough knowledge of organization, procedures and systems analysis; good knowledge of the principles and practices of governmental budgeting and statistics; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain working relationships with other organizational units; ability to secure necessary facts through investigations; some working knowledge of Federal management circulars; ability to effectively supervise employees.

MINIMUM QUALIFICATIONS: At least (7) seven years of progressively responsible financial experience to include at least (3) three years of experience in a senior level capacity within a medium to large organization, and possession of a Bachelor's Degree from an accredited college or university with major course work in finance, accounting, or business administration; or an equivalent combination of experience, education or training directly related to the required knowledge skills, and abilities.

PREFERRED REQUIREMENT: Possession of a Master's Degree in finance, accounting, or business administration.

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

HISTORY OF REVISIONS:
Established: 07/01/15