

## ASSISTANT COMPTROLLER

### Definition

Participates in overall management of the comptroller's office; plans, organizes, supervises, and evaluates all activities, programs functions, personnel, and physical resources; and performs related duties as required or assigned.

### Typical Tasks (illustrative only)

Oversees management of sections responsible for reporting and monitoring of financial activities of the school system, and payments to vendors and employees; participates in developing divisionwide policies, standards, and controls related to financial management; ensures Fairfax County Public Schools financial activities comply with federal, state, and county laws and regulations, and generally accepted accounting principles; ensures the accuracy and integrity of divisionwide financial records and information; oversees timely submission of all state and federal requirements; assists in managing human, physical, and financial resources with the goal of maximizing the efficiency and effectiveness of the office; ensures that office staff members have a well-balanced staff development and training program; assists with planning short- and long-term objectives for office, department, and school division; collaborates with and/or supports schools, other offices and departments, and non-school agencies to accomplish the mission of the office, department, or school division; and may serve as comptroller in his or her absence.

### Supervision Received/Given

Receives limited direction from the comptroller or a director. Assists with oversight of the recruitment, screening, selection, assignment, supervision, and evaluation of personnel assigned to office. Provides guidance and assistance to full-, part-time, and/or hourly employees, as assigned.

### Education/Experience/Skills

Any combination of education and experience equal to a bachelor's degree (master's degree preferred) in accounting, finance, business, or public administration, or a related field plus six years of progressively more responsible experience in financial management, some of which shall have been in a supervisory or leadership capacity. Master's degree may be substituted for one year of required experience. Certified public accountant or certified public financial officer designation preferred. Extensive knowledge of the principles, methods, and practices of governmental accounting and reporting and generally accepted accounting principles. Extensive knowledge of the laws and administrative policies governing local government and schools financial practices and procedures; broad knowledge of current trends and practices related to financial management; ability to manage the fiscal, physical, and human resources necessary to carry out the functions of the office; ability to supervise and lead the work of subordinates; capacity to establish and maintain collaborative working relationships with personnel assigned to schools, departments, public entities, and citizens; and ability to communicate effectively, both orally and in writing.

