

Fairfax County Government

Job Announcement

Director, Revenue Collection

Salary - \$93,119.73 - \$155,198.78 Annually

Location - FAIRFAX (EJ32), VA

Job Type - FT Salary W BN

Department - Tax Administration

Job Number - 20-01529

Closing - 10/9/2020 11:59 PM Eastern

Pay Grade - S-34

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/2859066/director-revenue-collection>

Job Announcement

In coordination with the Director of Tax Administration, organizes, directs, coordinates, and administers Fairfax County's tax billing and collection operation, including current, delinquent, and non-tax collections. Practices sound management and leadership principles in motivating staff to strive for peak productivity. Ensures adherence to county financial policy statements, as applicable. Structures and manages division standards. Ensures adherence to state and county code and DTA policy requirements. Meets with taxpayers concerning their tax liability programs and oversees collection vendors. Identifies and implements modifications to improve workflow efficiencies for increased productivity. Identifies and implements modifications to produce high-quality customer service. Promotes cross training, and applies staffing resources in support of division operations, which may also extend to other areas within DTA. Analyzes proposed state legislation and drafts local code amendments, as well as ad hoc reports for senior county management. Provides policy recommendations to the agency director. Monitors and evaluates internal controls and implements new controls and procedures as needed. Conducts ongoing revenue analysis and forecasts future period revenues. Assists financial manager in the development and administration of the division's budget. Directly supports constituent services to Board member offices. Performs other duties as directed.

Employment Standards

MINIMUM QUALIFICATIONS:

[Any combination of education, experience, and training equivalent to the following:](#)

(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")

Graduation from an accredited four-year college or university with a bachelor's degree in finance, public administration, business administration, or a related field with coursework in accounting and quantitative analysis;

Plus five years of increasingly responsible professional financial or local/state tax administration experience, including three years of experience supervising professional and support staff.

NECESSARY SPECIAL REQUIREMENTS:

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.

PREFERRED QUALIFICATIONS:

- Master's degree in public administration, financial management or other related areas;
- Substantial progressive management and hands-on experience in tax or related financial management programs;
- Coursework in property valuation and/or Virginia tax law and tax policies;
- Working knowledge of state and county tax laws;
- Direct contact experience with constituents and government leaders;
- Experience managing complex financial program that entails math, interpretation of legal statutes and quality control measures (such as the assessment of individual personal property; tangible business personal property; and, business, professional and occupational license taxes);
- Experience conducting complex analysis of operations, policies, or revenue generation/collections;
- Excellent communication skills.

PHYSICAL REQUIREMENTS:

Work is generally sedentary, however, employee may be required to do some walking, standing, bending and carrying of items under 10 pounds in weight. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview and may include exercise.

Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or status as a veteran in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. EEO/AA/TTY.

