

Financial Accounting and Reporting, Compliance Manager (Financial Specialist IV)

Salary - \$83,645.54 - \$139,409.71 Annually

Location - FAIRFAX (FH22), VA

Job Type - FT Salary W BN

Job Number - 23-03433

Department - Housing & Community Dev

Opening Date - 12/02/2023

Closing Date - 12/15/2023 11:59 PM Eastern

Pay Grade - S29

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4291869/financial-accounting-and-reporting-compliance-manager-financial-specialist-iv?keywords=financial&pagetype=jobOpportunitiesJobs>

Job Announcement

The Fairfax County Department of Housing and Community Development works in partnership with the Redevelopment and Housing Authority to provide safe, affordable homes for the residents of Fairfax County; and assists the disabled and senior members of our community. Through our efforts nearly 20,000 people live in stable environments, including teachers, first responders and nurses who serve our County every day. Through our outreach, non-profit partners are able to join in this effort and provide necessary care for people with special needs. And with our assistance many people are able to purchase their first home.

Join our team to create safe, stable, inclusive, quality affordable homes in our community. Make a difference - come and work for us!

Functions as the Financial Accounting and Reporting, Compliance Manager for the Financial Management Division of Housing and Community Development and for the Fairfax County Redevelopment and Housing Authority (FCRHA). This position is a key financial leader in financial accounting and reporting requirements across DHCD funds and has the responsibility for planning, training, and management of staff overseeing funds across the department. The financial oversight encompasses review of accounting requirements, review and compliance with county Department of Finance requirements and county accounting policies and procedures, and review and implementation of GASB requirements across the funds necessary for proper financial reporting. Serves as lead oversight of accounting operations across DHCD funds and fund accounting. Coordinates grant compliance across the funds for both federal and state funds received and the Single Audit Report (SEFA) for the department. Position coordinates and oversees annual financial statement development, and ensures financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), Virginia Housing and Development Authority (VHDA) and U.S. Department of Housing and Urban Development (HUD) standards and guidelines.

This position has oversight responsibility of monitoring, reporting, and reconciliation of the all major funds of DHCD and reviewing and managing the work of assigned accountants. In coordination with asset management, this position also provides oversight and reviews the monthly financial statements of third-party managed properties. Serves as a liaison and interfaces with the program management team of HCD to ensure accuracy of funding requests and transactions. Provides ongoing financial status reports to include monthly financial statements for programs/funds. Formulates accounting policies and procedures, and assures implementation throughout the

department by keeping abreast of changes within the county and externally for GASB and GAAP interpreting implications. Coordinates the implements policy and procedures for accounting across all DHCD funds by formulating, maintaining and/or updating following the promulgation of laws and regulations by federal, state and the county. Administers fund oversight for reconciliation requirements (this includes reconciling bank statements, and cash held by fiscal agency vs. FOCUS.) Monitors and assures all legal requirements for the fund are properly administered. Coordinates year-end closing and year end schedules for the department. Provides management strategic advice and support on financial matters of the department, supports audit activities to include preparation of the financial statements required for consolidation; prepares and presents to the FCRHA board items as needed. Oversees audit PBC needs for funds across DHCD. Position oversees fund development of statements of net assets, statement of revenues and expenses and changes in net assets, management discussion and analysis, footnote disclosures, supplemental schedules for the FCRHA consolidated financial statement and individual project financial statements, and Annual Comprehensive Financial Report (ACFR) note disclosures and supplementary information. Position monitors dual systems (Yardi, FOCUS) and contractor systems providing uploads/downloads and banking interfaces to the Housing Authority. Assists with the FDS, a financial statement submission to HUD where internal financials must be manipulated and converted to a HUD format for annual filing for preliminary statements and final audited financial statements. Must understand HUD policies and keep abreast of requirements and changes.

Working for Fairfax County Government offers a culture of well-being that empowers, educates, and engages employees and promotes a holistic approach to physical, mental, emotional, social, spiritual, and financial wellness.

Watch these videos to learn more –

- Click [here](#) to watch a video on Working for Fairfax County Government
- Click [here](#) to watch a video on benefits offered by Fairfax County Government

For more information on the Fairfax County Department of Housing and Community Development, click [here](#).

You also can view [here](#) the Fairfax County Redevelopment and Housing Authority Fiscal Year 2022 Annual Report which represents a high-level overview of many of the substantial developments we have undertaken and the impact of our work within the community and in the lives of the residents who have been served through these efforts.

The Department of Housing and Community Development is committed to the One Fairfax Policy by intentionally considering equity when making policies, delivering programs and services, considering diverse ideas and perspectives, and communicating with transparency in the decision-making processes. Click [here](#) to learn more about the One Fairfax policy.

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.)*

Graduation from an accredited four-year college or university with a bachelor's degree in accounting; or a bachelor's degree in business administration or related field that has been supplemented by at least 6 credit hours of basic accounting principles and concepts; plus five years of professional-level experience in finance, business administration, budgeting, or contract management, to include 2 years of supervisory experience. A master's degree in a related field or CPA may substitute for 1 year of experience.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

The appointee to this position will be required to complete a criminal background check, and credit check to the satisfaction of the employer prior to appointment.

PREFERRED QUALIFICATIONS:

- CPA and a master's degree in accounting and a bachelor's degree in accounting.
- Experience working on financial statement development for complex fund accounting and preparing required schedules for auditor review.
- Progressive financial experience with a solid budget and financial management background, a working knowledge of governmental accounting, financial statement preparation and audit procedures.
- Experience with application of accounting standards to include GAAP and GASB pronouncements and guide accounting operations and transactions.
- Ability to perform audits of operations and prepare reports to senior management and the FCRHA Board. Broad experience with financial analysis and financial reporting review. Understanding of federal/state/and county policies and procedures for grants and budgetary financial filing requirements.
- Adept at FOCUS, Microsoft Office, and using tools to create financial statements of multiple funding sources and uses.
- Excellent communication skills both verbal and written and attention to detail.
- Ability to present and prepare formal information to the FCRHA Board.

PHYSICAL REQUIREMENTS:

Work is generally sedentary in nature; however, incumbent is required to frequently move about to perform office work such as accessing files, attending meetings, making presentations, operating general office equipment, and performing other essential job duties; may be required to move items up to approximately 15 pounds in weight. Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel Interview and may include a practical exercise.

The population of Fairfax County is very diverse where 39.8% of residents speak a language other than English at home ([Spanish, Asian/Pacific Islander, Indo-European, and others](#)) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

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 military status 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. DHREmployment@fairfaxcounty.gov. EEO/AA/TTY.